State and Territorial Exchange of Vital Events

(STEVE)

TM User Guide

Version 1.2

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Introduction

This document provides a functional overview for the State and Territorial Exchange of Vital Events system Transformation Module user interface (STEVE TM).

Definitions, Acronyms and Abbreviations

This table contains common acronyms that may be used in this document or otherwise represent significant components used in the development of the STEVE product.

Acronym or Term	Definition
STEVE	State and Territorial Exchange of Vital Events
CM	STEVE Controller Module
TM	STEVE Transformation Module
UI	User Interface
Trading Partner	A State or Territory that is connected to the STEVE network and can send/receive Vital Event files.
Mailbox	The storage area within STEVE where files received from other trading partners are kept until being processed.
Inbox	The location/method by which outgoing files are initially pulled into the STEVE system.

Table 1: Acronyms used in this document

Overview

The State and Territorial Exchange of Vital Events system (STEVE) enables the exchange and tracking of Vital Event data among participating trading partners. Validation, routing and filtering capabilities are also provided. In addition, the sending and receiving of files can be manual or automated. Configuring file transmission and receipt to occur automatically allows a trading partner to exchange information with little or no manual interaction with the STEVE application.

Intended Audience

The functionality provided by the STEVE TM can essentially be divided into two categories:

- The functionality supporting users whose main role in the STEVE application is to send and/or receive vital records information.
- The functionality related to the administration and configuration of the STEVE TM application. This includes, but is not limited to, establishing network communication with the STEVE Controller Module (CM), configuring filters, creating system users and configuring the parameters that define how outgoing and incoming files are processed.

This user guide contains the necessary "how-to" information for both types of STEVE TM users.

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Getting Started

The STEVE TM is a web-based application and as such requires that the user have access to a computer with a browser tool such as Internet Explorer or Firefox. Additionally, the user must know the URL of the STEVE TM application.

Logging In

After Navigating to the STEVE TM website the user is required to log in before accessing the site. Additionally, the user must indicate that they have accepted the terms and conditions for use of the site before access is allowed.

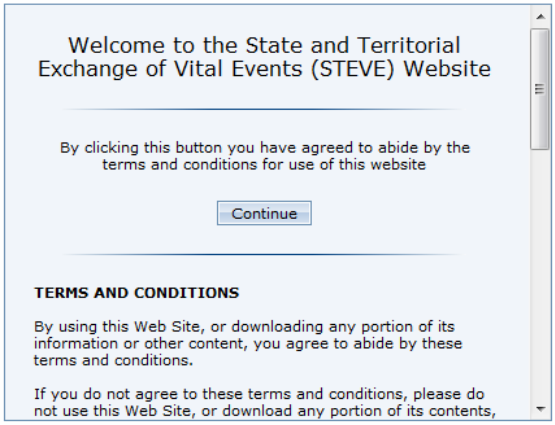


Figure 1: STEVE Terms and Conditions Page

After accepting the terms and conditions the user is presented with the login page. Both username and password are required to access the site and both fields are case-sensitive. If a user makes three successive failed attempts to log in to the STEVE application that user's account will be locked and the user cannot access the site until the STEVE TM administrator unlocks his account. If a user has forgotten their password they can select the ***Forgot your password?*** link. The user is then prompted for their username and an email is sent with their password information.

STEVE requires that passwords be at least 6 characters long, include both upper and lower case, and include at least one numeric character.

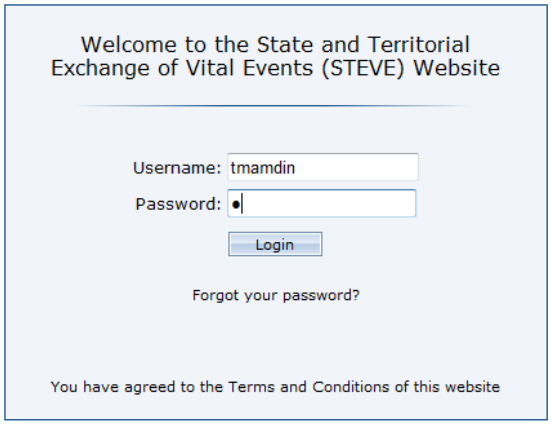


Figure 2: Login Page

STEVE Home Page

The STEVE Home Page is displayed when the user initially logs into the web site.

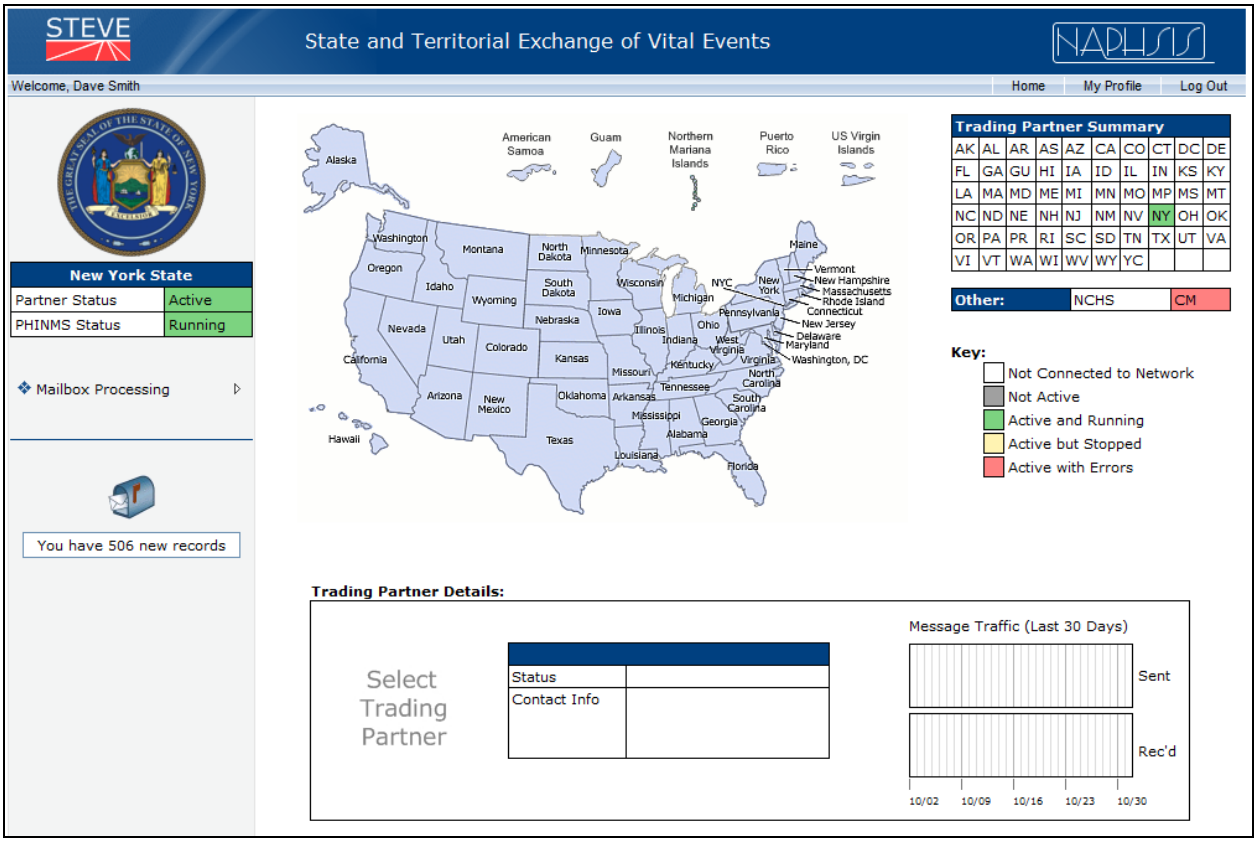


Figure 3: STEVE Home Page

Common Links and Navigation

The top toolbar and left hand navigation area are always available, regardless of where you are in the application.

The top toolbar displays the name of the current user, TM Administrator in this example, and up to five buttons labeled **Help**, **Home**, **Checklist**, **My Profile** and **Log Out**.

Help	Selecting this button brings up context-sensitive help in second browser window.
Home	Selecting this button takes the user to the STEVE home page. Additionally, the user may also click on the STEVE logo in the upper left corner to return to the home page.
Checklist	Only available to TM Administrators. Selecting this button takes the user to the STEVE Initialization Checklist page.

My Profile Selecting this button takes the user to the **My User Data** page. This is where the user maintains all of his/her personal information such as first and last name, phone number and email address. It is also where the user changes their password.

Log Out Selecting this button logs the user out of the STEVE application and returns them to the **Login** page.

Figure 4: Top Toolbar

The left hand navigation area displays the following information:

Figure 5: Left Hand Navigation

Partner Logo Your partner logo. The user may click on the logo to return to the home page.

Status Area This area displays information regarding your partner status and the status of your PHINMS connection to the STEVE network.

Menu Area This area displays the main STEVE navigation menu. All functionality/pages in the application can be accessed from this menu. The contents of this menu are dynamic and are dictated by the role(s) you have as a user.

Mailbox Info If you are a user with privilege to access STEVE Mailbox functionality then this area will be displayed. Clicking on the mailbox icon will take you to the Select Mailbox screen.

Home Page – Network Status Area

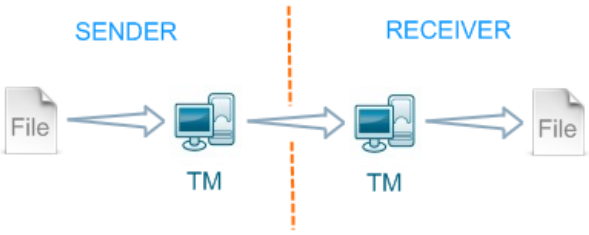
The center of the STEVE home page displays status information related to each trading partner and is divided into three areas. The **Trading Partner Details** area at the bottom of the screen is used to display detailed information for a selected trading partner including that partner's status, contact information, and a graph indicating message traffic between yourself and that trading partner over the last 30 days. You can select a partner and view their details in two ways:

- Click on the desired partner using the map at the top of the screen.
- Click on the desired partner using the chart in the upper right corner of the screen. The chart also gives a quick color-coded indication of each partner's status.

File Processing

Most users of the STEVE TM will be concerned only with sending and receiving files to/from other trading partners in the STEVE network. The following section describes this functionality in detail. It should be noted that prior to sending or receiving files there are setup and configuration steps that *must* first be performed by the STEVE TM administrator. Those steps are covered in the section titled Configuration and Administration**.**

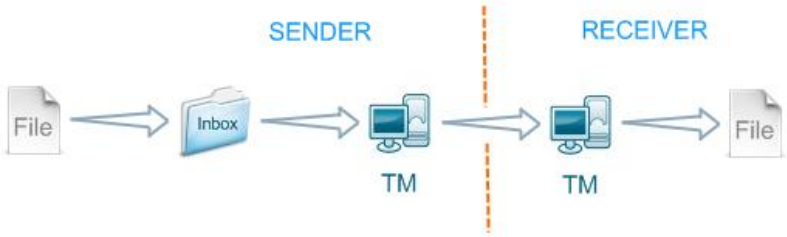
Before getting into the detailed description of how files can be sent and received it may be helpful to discuss the terms and mechanics associated with file transfers. At its simplest level STEVE TM is simply a tool for sending files from one trading partner to another.



But how do those files get into STEVE in the first place? And what does the TM at the receiving end do with files when it receives them? To begin with, there is a finite list of file types that the TM can process. This list includes, but is not limited to:

- Mortality
- Natality
- Roster
- Fetal Death
- ITOP
- SuperMICAR

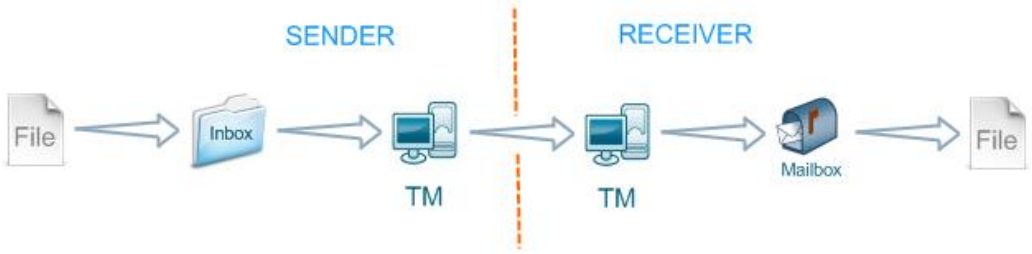
Each file type supported by STEVE will have an associated "Inbox". An inbox is nothing more than a directory on the server where STEVE is installed. If the TM administrator has configured the Inbox as "automatic" then any file placed into the associated Inbox directory will automatically be pulled in and processed by STEVE. If, however, the Inbox is not configured as "automatic" then files of the associated type must be sent manually using the STEVE user interface.



On the receiving side, each file type has an associated "Mailbox". A mailbox is a virtual entity; it exists only in the TM database. As such, any file placed into a mailbox resides only inside STEVE and remains secure until being processed. As with Inboxes, Mailboxes may also be set up by the STEVE administrator as "automatic". This means that the mailbox has a default destination where files are to be placed automatically after being received and processed. In the case of an "automated" mailbox, the user does not need to log into STEVE to get the data. Default mailbox destinations may be one of two types:

- **File** Incoming files are placed in a designated directory on the server where STEVE is installed
- **FTP** Incoming files are placed in a designated FTP site.

If, however, the Mailbox is not configured as "automatic" then files of the associated type must be removed from STEVE manually.



The following sections describe the functionality associated with sending and receiving files in greater detail.

Sending Files

There are two ways that files may be sent to another trading partner:

Automatically The STEVE system administrator has the ability to configure a file type as being sent automatically. This simply means that the administrator has identified a directory on the server where STEVE is installed as the default source location for these files. Any file placed into this directory will automatically be picked up by STEVE and transferred to the appropriated trading partner(s).

Manually The user also has the ability to manually send a file. The STEVE system allows the user to send a file to all other trading partners or to one specific partner in the case where that partner has requested information.

Manually Sending Files to All Trading Partners

From the menu in the left hand navigation area select **Manual File Processing > Send File > To All**. This will bring up the **Send File to All** screen:

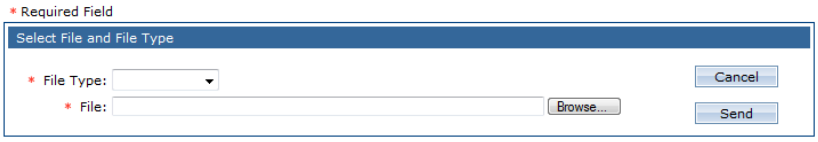


Figure 6: Send File to All Screen

The user must then specify the type of file to be sent and the file itself. When the **Send** button is selected STEVE will do the following:

1. All necessary validation checks are run against the selected file. If the file passes all of the validation checks it will move on to step 2, otherwise the file is not sent.
2. All applicable filters are applied to the selected file. This insures that only records/fields that the administrator has selected for exchange will be transmitted with the file.
3. Each record in the filtered file is routed (sent) to the appropriate destination trading partner(s) and the user is returned to the STEVE home page.

*Note: Only non-binary file types such as Roster and Mortality can be sent using the **Send File to All** screen. This is because binary files (e.g. SuperMICAR) contain no discernable routing information.*

If the file fails validation for any reason STEVE will not send it. Additionally, the **Send File to All** screen will update to display the list of errors that prevented the file from being transferred to all trading partners.

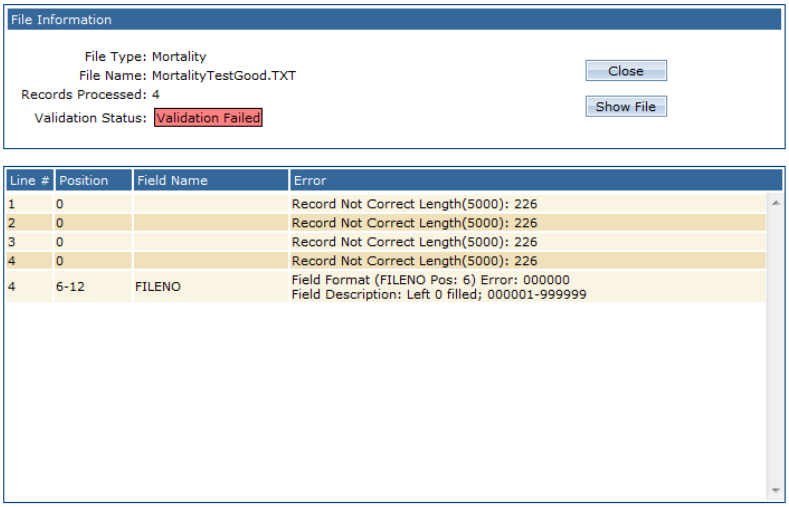


Figure 7: Send File to All – Error List

The user will also be presented with a button labeled **Show File**. Selecting this button replaces the list of validation errors with the contents of the selected file. Any field that STEVE has flagged as erroneous will be highlighted in red.

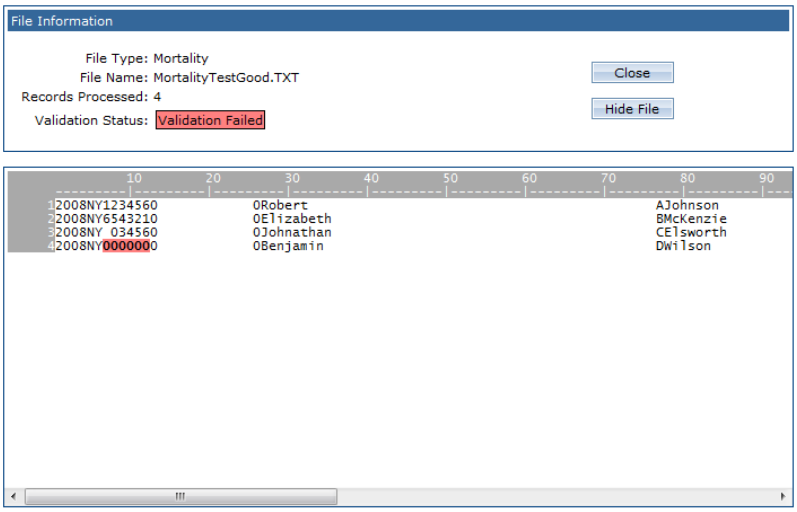


Figure 8: Send File to All – Highlighted Error Fields

Manually Sending Files to a Requester

From the menu in the left hand navigation area select **Manual File Processing > Send File > To Requester**. This will bring up the **Send File to Requester** screen:

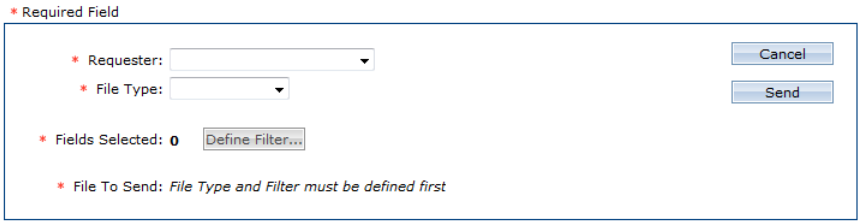


Figure 9: Send File to Requester Screen

The user must then select:

Requester	This is the trading partner to whom the file is to be sent.
File Type	This is the type of the file being sent (e.g. Mortality)
Selected Fields	If the selected File Type supports filters then the user must define a filter to be applied to the selected file. This simply means that the user must select which fields in the file are to be sent to the requester. For a complete description of the STEVE Filter screen see the section on Configuring Filters.
File To Send	This is the file that is to be sent to the requester.

When the **Send** button is selected STEVE will do the following:

1. All necessary validation checks are run against the selected file. If the file passes all of the validation checks it will move on to step 2, otherwise the file is not sent.
2. All applicable filters are applied to the selected file. This insures that only fields that the user has selected for exchange will be transmitted with the file. *Note: Filters apply only to non-binary file types.*
3. The filtered file is sent to the selected trading partner (i.e. the Requester) and the user is returned to the STEVE home page.

If the file fails validation for any reason STEVE will not send it. In addition, if the type of file being send is not binary the **Send File to Requester** screen will update to display the list of errors that prevented the file from being transferred.

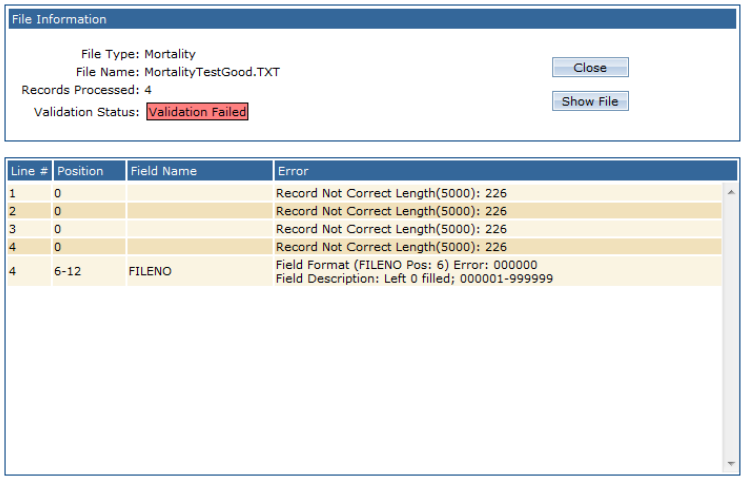


Figure 10: Send File to Requester – Error List

The user will also be presented with a button labeled **Show File**. Selecting this button replaces the list of validation errors with the contents of the selected file. Any field that STEVE has flagged as erroneous will be highlighted in red.

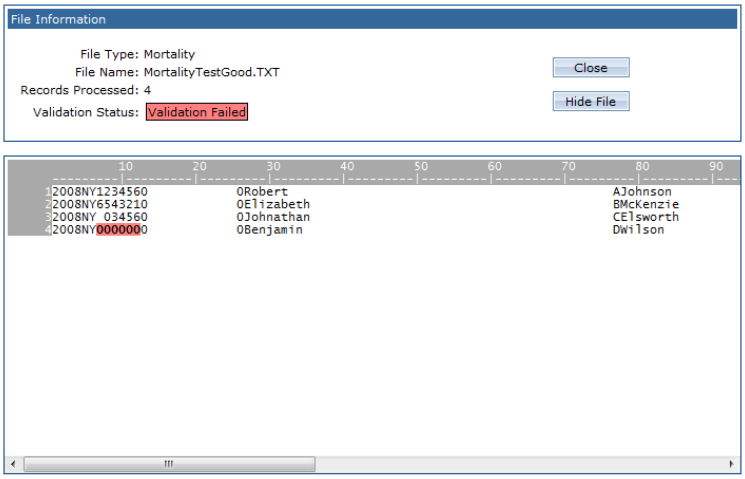


Figure 11: Send File to Requester – Highlighted Error Fields

Receiving Files

Files that are received from another trading partner may be removed from a mailbox in two ways:

Automatically The STEVE system administrator has the ability to configure the mailbox for any file type as being processed automatically. This simply means that the administrator has identified a location (either a directory or an FTP site) where STEVE is to automatically place any files that are received into that mailbox.

Manually The STEVE system administrator has the ability to configure the mailbox for any file type as being processed manually. This simply means that files which are received into that mailbox are not automatically processed/removed. Users with the correct system privileges may then access the mailbox via STEVE and download the associated files directly to their own PC. Users who may access mailboxes include:

- **TM Operators** Users with this privilege have access to all mailboxes.
- **Mailbox Users** Users with this privilege may access only the mailboxes to which they have been assigned by the STEVE administrator.

Manually Retrieving Files from Mailboxes

If you are a user who has access to one or more mailboxes you may access those mailboxes in two ways:

1. From the menu in the left hand navigation area select **Mailbox Processing > View Mailbox**.
2. From the left hand navigation area click on the mailbox icon:

The STEVE application will then display the **Select Mailbox** window. Only mailboxes which the user has privilege to access will be shown. For each mailbox, the **Select Mailbox** window will display:

Mailbox	The name of mailbox.
Destination Type	The default destination for files received into this mailbox. If the STEVE administrator has configured this mailbox as being processed automatically then files received into the mailbox will be placed directly into the default destination as soon as they arrive from the sender.
New Records	A count of the number of new records in the mailbox.

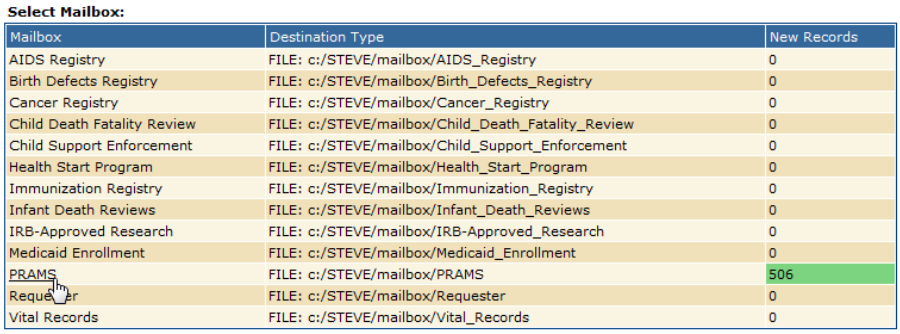


Figure 12: Select Mailbox Screen

To access the contents of any mailbox simply click on the mailbox name in the first column of the table. STEVE will respond by displaying the **Mailbox Details** window.

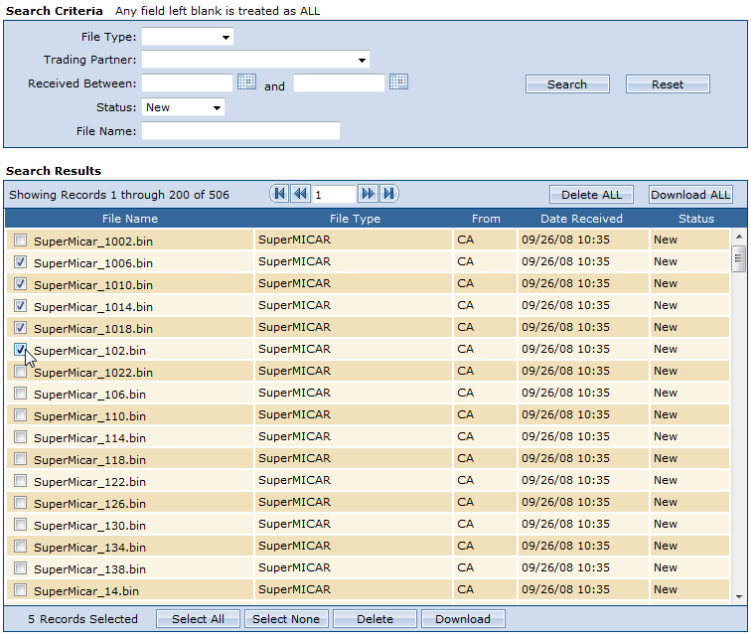


Figure 13: Mailbox Details Screen

The **Mailbox Details** window is divided into two sections:

Search Criteria This is where the user can specify the type of information they would like to retrieve from the selected mailbox. Since mailboxes are recipient-based (one mailbox per recipient) and each mailbox can receive multiple types of files from multiple trading partners, STEVE provides the user with the ability to examine data by:

- **File Type** This dropdown will list only those file types that this recipient is configured to receive.
- **Trading Partner** This dropdown will list all of the trading partners from which files may be received.
- **Received Between** A date range to be used when searching the database for matching files.
- **Status** The status of the files. This will either be:

  New Files with a status of **New** have not yet been retrieved from the mailbox.

  Processed Files with a status of **Processed** have already been retrieved from the mailbox. However, STEVE does not automatically delete files after they have been retrieved by the user. This allows the user to re-retrieve then again at a later date.
- **File Name** The name of the file in the mailbox.

By default, when the **Mailbox Details** window is initially displayed, the **Status** search field will be set to **New** and all other search fields will be left blank. Any field left blank is treated as ALL.

Selecting the **Search** button will cause STEVE to search the database for records that match the specified criteria

Selecting the **Reset** button will reset the search criteria to its default state.

Search Results This section of the window displays all of the entries in the mailbox that match the set of Search Criteria. By default, the Search Results table will show at most 200 records at a time. If your search returns less than 200 records then the top of the Search Results will appear something like this:

If, however, your search returns more than 200 records then the top of the Search Results will appear like this:

The controls in this area operate as follows:

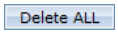
Displays the first 200 records returned by the search.

Displays the 200 records immediately preceding the 200 currently shown.

Indicates the number of the first record shown in relationship to the total records that match the search criteria. The user may change this value and STEVE will redisplay the contents of **Mailbox Details** window accordingly.

Displays the 200 records immediately following the 200 currently shown.

Displays the last 200 records returned by the search.



Deletes all records returned by the search, even those not currently displayed on the screen in the case where the search returned more than 200 records. It should be noted that deleting records is a permanent action and deleted records cannot be recovered. As such, the user is first given a chance to cancel the Delete before it takes place:

If the user selects the **Delete** button on the warning popup then all records returned by the search are deleted from the STEVE database (i.e. they are deleted from the mailbox).

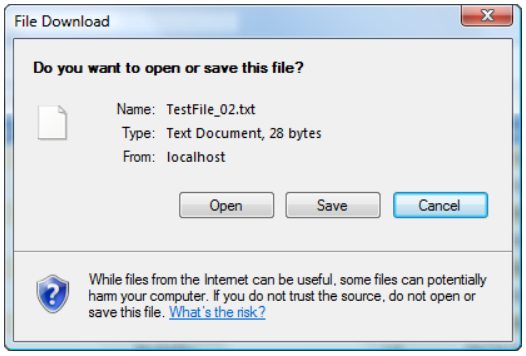
Downloads all records returned by the search to the user's PC, even those not currently displayed on the screen in the case where the search returned more than 200 records.

It must be noted that there are limitations to using the **Download ALL** button. STEVE will only allow all records to be downloaded at once if they are all non-binary and of the same file type. If the current set of search results includes one or more binary files, or if the current set includes records of multiple file types, STEVE will display a warning message and the download will not be allowed.

If the set of search results are all of the same file type and are non-binary in format then STEVE will do the following:

1. All of the records in the current set of search results will be concatenated into a single file and downloaded to the user's

PC. Your browser will then display a popup window similar to the following: *Note: the exact look of the window may vary depending upon the browser you are using.*



Selecting **Save** will then save this file to your PC.

2. The status of all downloaded records will then be changed to "Processed". It must be noted that STEVE does not automatically remove records from the mailbox when they are manually downloaded (i.e. does not delete them from the database). It is the responsibility of the user to go back and delete them when they are no longer needed in the mailbox.
3. STEVE will re-execute the search (using the criteria specified in the Search Criteria area) and display any matching records. Therefore, if you downloaded records that were marked as "New", the search results should come back minus those records since they transitioned to "Processed" when the download was executed.

As opposed to the controls that appear at the top of the search results area, **Delete ALL** and **Download ALL**, the controls at the bottom of the search results area operate only on those records currently displayed in the search results. In other words, regardless of how many records your search returned in total, the controls at the bottom of the window operate only on the 200 (max) records displayed in the results list. This allows the user more fine-grained control over how records are processed. These controls operate as follows:

Select All

Selects all of the records in the list but does not process them. The user may then delete or download the selected records using the **Delete** and **Download** buttons, respectively. The user may also manually select individual records by clicking on the checkbox next to the filename.

Select None — De-selects all of the records in the list. The user may also manually de-select individual records by clicking on the checkbox next to the filename.

Delete — Deletes the selected records. It should be noted that deleting records is a permanent action and deleted records cannot be recovered. As such, the user is first given a chance to cancel the Delete before it takes place:

If the user selects the **Delete** button on the warning popup then all selected records are deleted from the STEVE database (i.e. they are deleted from the mailbox).

Download — Downloads the selected records to the user's PC. See the description of the **Download ALL** button for additional details – all of the functionality for that button applies here as well.

Configuration and Administration

This section of the STEVE TM User Manual deals with the steps that must be performed to configure the TM for use. Until initial setup and configuration has been completed no users other than the TM administrator will be allowed to access the website. The intended audience for this section of the user manual is the administrator of the TM website/application who would be responsible not only for the initial setup and configuration but the day to day maintenance and administration of the application. It is expected that this individual have a solid understanding of the STEVE TM application as well as the role PHINMS plays in sending/receiving files.

Before getting into the steps involved with the initial setup and configuration of the TM it may be worthwhile to discuss *versioning*; what it is and how it works.

Versioning

There are many parts and pieces of the STEVE TM that must be configured in order for it to function. These include the various Filters, Inboxes and Mailboxes that the TM uses to control file transfer and receipt. Each of these configurable pieces has a set of parameters that are currently in use (i.e. the current version) and a set of parameters that the administrator can work on and modify without affecting the current workings of the TM (i.e. the proposed version). When changing fields/parameters on screens that deal with versioned parts of the system bear in mind that you are always changing the *proposed* version and your changes do not become effective until you validate and commit that version. The steps involved with committing your version are described in the section titled Validate Configuration.

You cannot commit the changes made to one part of the TM's configuration without committing all parts. E.g. you can not commit the changes made to one specific Filter without also committing changes made to all Filters, Inboxes and Mailboxes at the same time. This is because many of the configuration parameters are interrelated and changes made to one part of the system may have an impact on another part. Committing all changes en masse allows the TM to ensure that all of the proposed changes are valid and will work together without negatively impacting the system.

Screens that allow the administrator to modify versioned data will also provide the means to view the parameters currently in use.

Initial Setup

When the STEVE system administrator logs into the website for the first time, the application recognizes that initial setup has not been completed and displays the **Initialization Checklist** window.

Initialization Checklist

Click on each step to complete configuration	Mandatory/ Optional	Status
1) **Initialize Network Communication** Establish communication with the CM. ***NOTE:* This step must be completed before initialization can continue**	**Mandatory**	✓ COMPLETE
2) **System Configuration Parameters** Set up the parameters that are specific for your operating environment	**Mandatory**	✓ COMPLETE
3) **Establish Points of Contact** Create the list of individuals that the CM and other TMs can contact for STEVE-related issues	**Mandatory**	✓ COMPLETE
4) **Configure Inboxes** Set up your inboxes for manual/automatic processing	**Mandatory**	✓ COMPLETE
5) **Configure Filters** Establish the list of fields to be sent for each combination of File Type and Recipient	**Mandatory**	✓ COMPLETE
6) **Establish System Users** Create the list of individuals have access to the STEVE system and assign system privileges	Optional	9 Users Configured
7) **Configure Mailboxes** Create your mailboxes, establish who has access, and determine which mailboxes are automatically processed	Optional	15 Mailboxes Configured
8) **Configure Alerts** Establish the users who are to receive email alerts for the various types of errors	Optional	0 of 4 Alerts Configured
9) **Commit Configuration** Verfiy that your System is configured correctly to begin file exchange ***NOTE:* This step must be completed last**	**Mandatory**	NOT DONE

Figure 14: Initialization Checklist Screen

The **Initialization Checklist** window displays each of the steps that must be performed to complete initialization of the TM and the current status of those steps. The following sections describe each step in detail.

Step 1 – Initialize Network Communication

Before any other step in the initialization process can be attempted the user must first establish communication with the STEVE CM. This step can be accessed by clicking on "*Initialize Network Communication*" in the Initialization Checklist. The system will respond by displaying the **Initialize Network Communication** Screen.

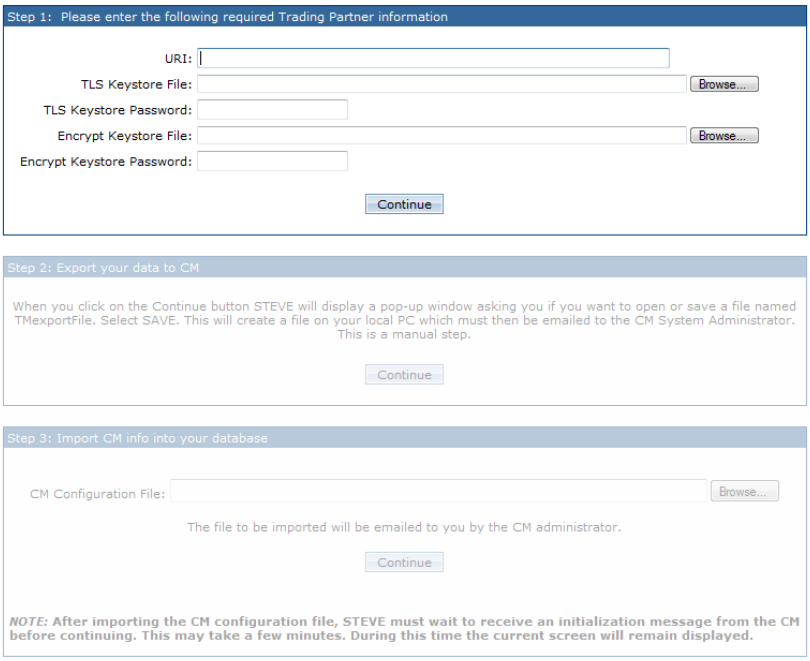


Figure 15: Initialize Network Communication Screen – Step 1

Connecting to the STEVE CM is a three step process, and each step must be completed in order.

Step 1: Enter your Network Endpoint information

This is where the administrator enters all of the information necessary to create the local PHINMS network endpoint. Fields that must be specified are:

URI	This is the internet address that other TMs and the CM will send messages to when they want to communicate with your TM. This address must be accessible from the internet.
TLS Keystore File	This is the Transport Layer Security (or SSL) keystore. The key in this keystore will be used to secure the transmission of all data flowing over the internet. This keystore must be PKCS12 format and have a 1024 byte RSA key.
TLS Keystore Password	This is the password for the TLS keystore file and the key itself.
Encrypt Keystore File	The key in this keystore will be used to encrypt the files sent within the trading partner network. Normally, this will be the SDN obtained for the PHINMS installation. This keystore must be in PKCS12 format and have a 1024 byte RSA key.
Encrypt Keystore Password	This is the password for the encrypt keystore and the key itself.

Selection of the **Continue** button will cause the STEVE TM to initialize your local endpoint information. The screen will then be updated to reflect that Step 1 has been completed. The user then has the option to move on to step 2 or select the **Start Over** button which will take the user back to Step 1.

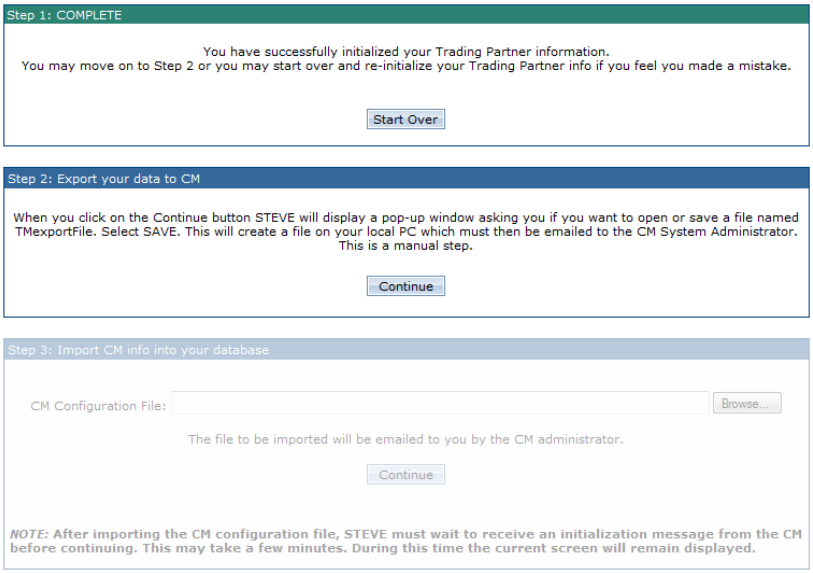
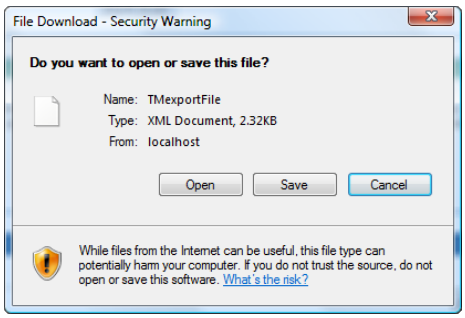


Figure 16: Initialize Network Communication Screen – Step 2

Step 2: Export your Network Information and send it to the CM

Now that you have successfully completed Step 1 and initialized your network endpoint, the CM does not yet have any knowledge of how to contact your TM. In other words, you have created a network endpoint that the CM and other TMs can use to communicate with your TM but they have no knowledge of it yet. Step 2 provides the ability to export your Network Information to a file that will then be emailed to the CM administrator. The CM administrator will then import this file into the CM so that the CM will know how to communicate with your TM.

Select the **Continue** button in the box titled Step 2. This will cause the TM to create a file with all of your TM's Network Information and download it to your PC. Your browser will then display a popup window similar to the following: *Note: the exact look of the window may vary depending upon the browser you are using.*



Select the **Save** button to save this file to your PC. You must then email this file to the STEVE CM system administrator. Once the CM administrator has received your initialization file and imported it into the CM, he will email you back a similar file containing all of the network information that your TM will need to communicate with the CM. This exchange of information to/from the CM is a manual step and requires that the TM administrator know the email address of the CM administrator.

When you have received the CM's network information file you can move on to Step 3.

Step 3: Import the CM Network Initialization file into your TM

After receiving the CM's network information file you must import it into your TM to finalize network communication. In the area labeled Step 3, browse to this file and select the **Continue** button. The TM will then load this network information into the database and send a message to the CM requesting the remaining information required to initialize the database (File Types, Recipients, etc.).

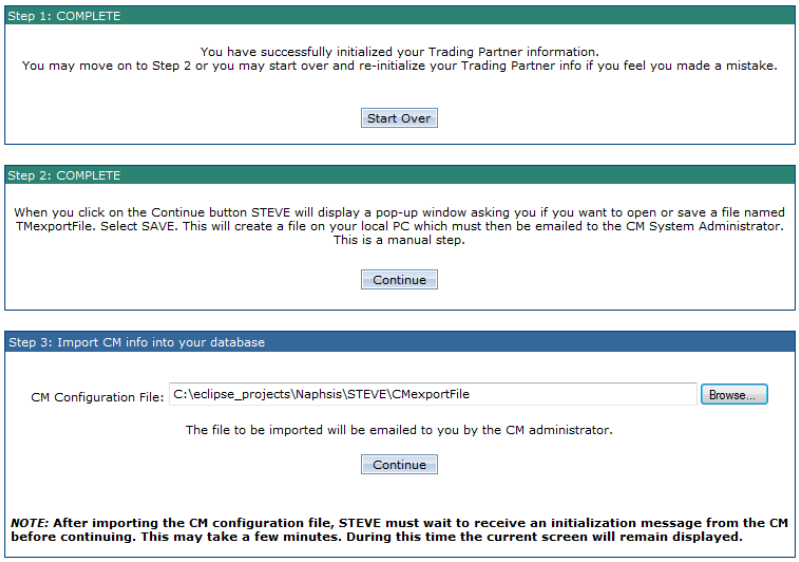
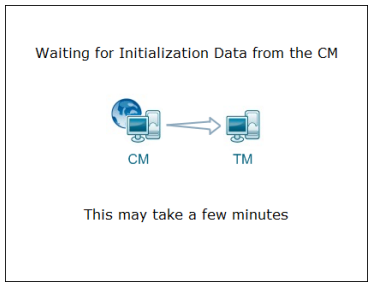


Figure 17: Initialize Network Communication Screen – Step 3

This initial download of information from the CM to the TM may take a few minutes to complete. While the transfer is taking place the screen will display:



Once the transfer of initialization data from the CM to the TM is complete the user will be taken back to the **Initialization Checklist** window. Step 1 on the checklist will now have a status of "Complete".

Step 2 – System Configuration Parameters

This step can be accessed by clicking on "*System Configuration Parameters*" in the Initialization Checklist. The system will respond by displaying the **System Configuration** Screen. This is where the administrator enters high-level system parameters that govern things such as how often STEVE users are required to change passwords and whether or not your TM uses the old or new IJE layout for Natality files. After entering all of the required fields select the **Save** button to return to the **Initialization Checklist** screen.

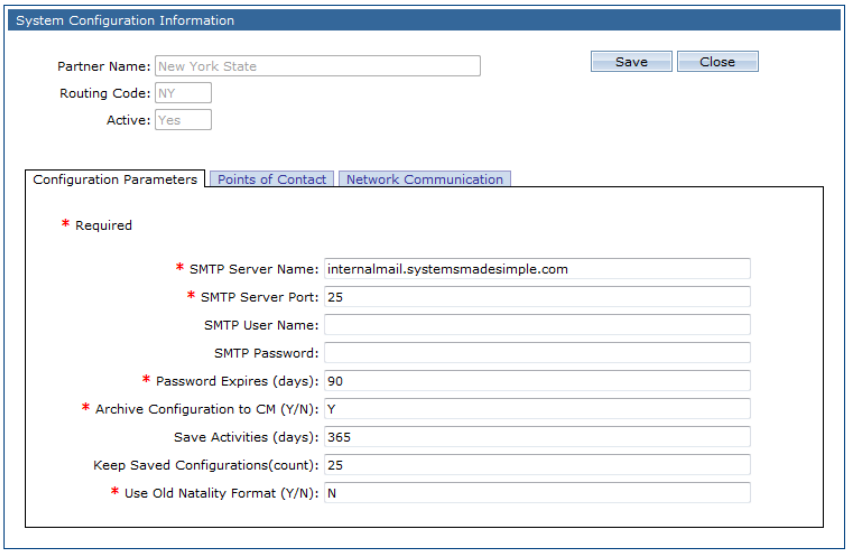


Figure 18: System Configuration Parameters Screen

SMTP Server Name	This is the SMTP Server that will be used when sending email messages from the STEVE TM. This is a required field.
SMTP Server Port	This is the SMTP Server port that will be used when sending email message from the STEVE TM. This is a required field.
SMTP User Name	The username required to access the SMTP Server used for sending email messages. This is an optional field – enter it only if the SMTP Server being used requires a username for access.
SMTP Password	The password required to access the SMTP Server used for sending email messages. This is an optional field – enter it only if the SMTP Server being used requires a password for access.
Password Expires (days)	The number of days before a STEVE user's password expires

	and must be changed. This is a required field.
Archive Configuration to CM (Y/N)	If set to "Y" then the STEVE TM will send a message to the CM archiving its configuration each time a change is committed. This allows the TM to retrieve this data from the CM in the event that the TM must restore its configuration due to an unforeseen failure of the DB. This is a required field.
Save Archive (days)	The number of days that archived configurations are to be kept locally before being purged from the database. This is a required field.
Keep Saved Configurations (count)	The total number of archived configurations to be kept locally in the database. This is a required field.
Use Old Natality Format (Y/N)	If set to "Y" then the TM will the old IJE layout when dealing with Natality files. If set to "N" the new IJE layout will be used. This is a required field. NOTE: if the user changes the **Use Old Natality** setting then the system will take the user to the Checklist screen once updated configuration parameters have been saved. The user will then be required to configure any missing Mandatory filters.

Step 3 – Establish Points of Contact

This step can be accessed by clicking on "*Establish Points of Contact*" in the Initialization Checklist. The system will respond by displaying the **System Configuration** Screen with the *Points of Contact* tab selected. This is where the TM administrator specifies the individual or individuals who are to act as the point of contact for the STEVE system at this trading partner. This information will then be visible to other trading partners should the need arise to contact you. At least one point of contact must be entered. After entering all of the required fields select the **Save** button to return to the **Initialization Checklist** screen.

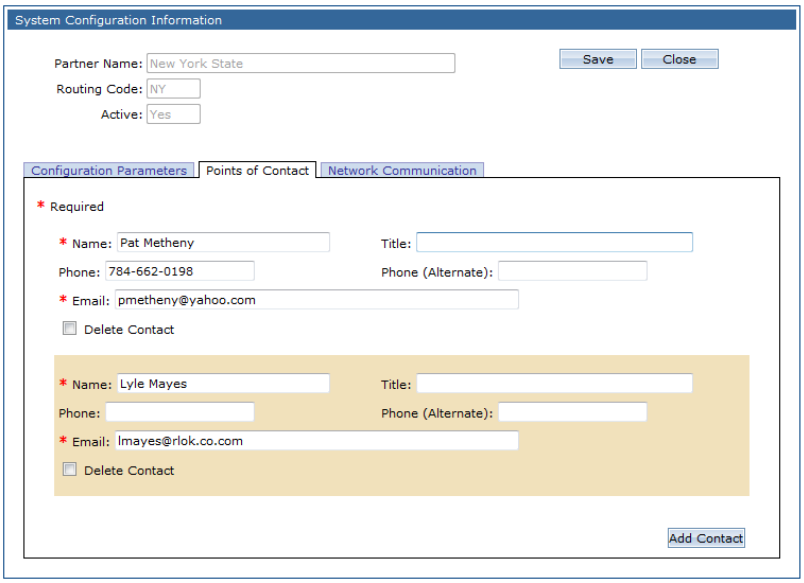


Figure 19: System Configuration Parameters Screen – Point of Contact tab

Step 4 – Configure Inboxes

This step can be accessed by clicking on "*Configure Inboxes*" in the Initialization Checklist. The system will respond by displaying the **Inbox Management Main** Screen. As mentioned in the section titled File Processing, at its simplest level an inbox is nothing more than a directory on the server where STEVE is installed. If the TM administrator has configured the Inbox as "automatic" then any file placed into the associated Inbox directory will automatically be pulled in and processed by STEVE. If, however, the Inbox is not configured as "automatic" then files of the associated type must be sent manually using the STEVE user interface. Each file type supported by STEVE will have an inbox automatically created when the system is installed.

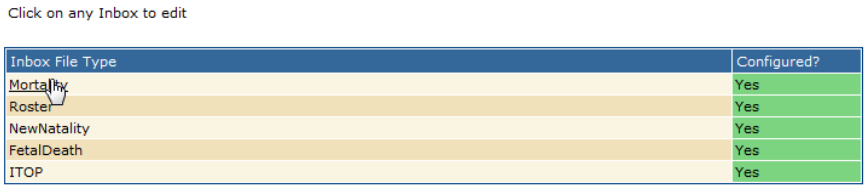


Figure 20: Inbox Management Main Screen

To edit the detailed information for any inbox simply click on the associated Inbox File Type displayed in the list.

Inbox Management – Detail Screen

If the user clicks on an Inbox File Type in the list displayed on the **Inbox Management Main** Screen, the application responds by displaying the **Inbox Management Detail** Screen.

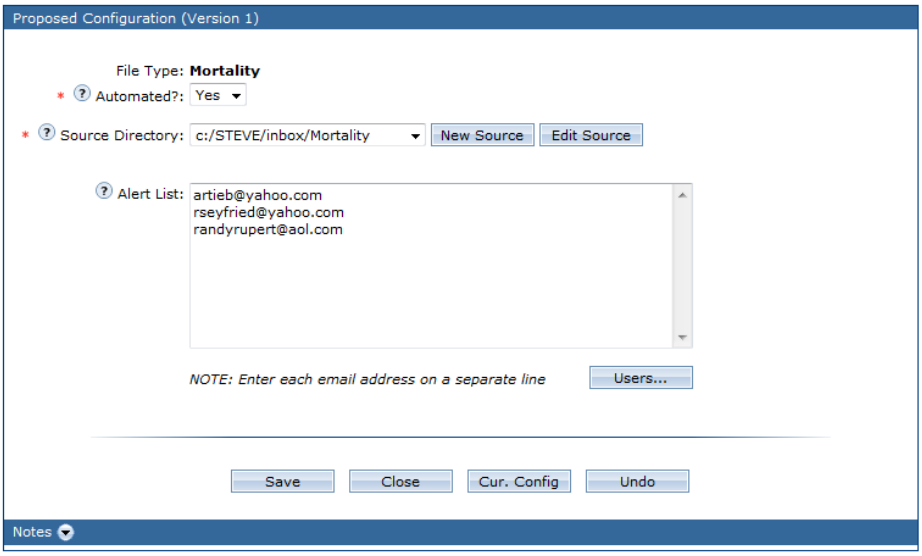


Figure 21: Inbox Management Detail Screen

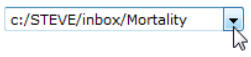
It must be noted that the parameters associated with an Inbox are versioned. As such, any changes the user makes on this screen affect only the proposed version and do not go into effect until being committed by the administrator. Please see the sections on Versioning and Committing for additional details on this functionality.

There will be one pre-defined inbox for each File Type supported by the STEVE system. The functionality associated with each field/control on the **Inbox Management Detail** Screen is as follows:

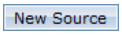
File Type — This is the File Type associated with the Inbox. The user cannot change this field.

Automated — If set to YES, this inbox will automatically process and send any file placed in the **Source Directory**. If set to NO, files must be sent manually.

Source Directory — If the **Automated** field is set to YES then STEVE will automatically process and send any file placed in this directory. The user can edit this parameter in three ways:



Select one of the Source Directories already defined in the dropdown.

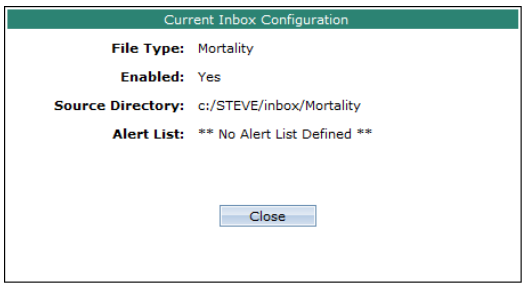


Click on the **New Source** button to create a new Source Directory. See the section on the Inbound Source Window for additional details.

Click on the **Edit Source** button to change values associated with the current Source Directory. See the section on the Inbound

Source Window for additional details.

Alert List	List of email addresses that are to receive an alert if there is an error processing a file for this inbox. You may enter email addresses manually or select the **Users** button to pick from a list of STEVE Users.
Save	Selecting the **Save** button saves all changes made to the proposed version of this Inbox.
Close	Selecting the **Close** button returns the user to the **Inbox Management Main** Screen**.**
Cur. Config	Selecting the **Cur. Config** button causes STEVE to display a pop-up window with the parameters currently in use for this inbox:



Undo	Selecting the **Undo** button undoes any changes that the user has made to the proposed version of the inbox. In other words, the parameters associated with the proposed version of this inbox are all reset to the values currently in use.

Inbound Source Window

The **Inbound Source** window is displayed when the user selects the either the **New Source** or **Edit Source** button on the **Inbox Management Detail** Screen. This is where the user specifies all of the parameters associated with source directory where STEVE will automatically look for files to process and send for a given inbox/file type:

Source Name	This is the name used for the source when it appears in any dropdown list. This is a required field.
File Age Before Reading (Milliseconds)	This is how long a file must sit in the directory before being eligible for processing. This can prevent large files from being processed before they're finished writing.
Endpoint Name	The name to be used for this endpoint
Filename Output	The pattern used to name this file. Valid replacement fields include

Pattern	{DATE} {DATE:08/10/2008} {ORIGINALNAME} {UUID} {SYSTIME} {COUNT} {FILETYPE}
File Path	The path (i.e. directory) on the server where STEVE will automatically look for files to process.
File Polling Frequency (Milliseconds)	How often the source directory is checked for new files.

Step 5 – Configure Filters

This step can be accessed by clicking on "*Configure Filters*" in the Initialization Checklist. The system will respond by displaying the **Reset Filters Main** Screen.

When the Reset Filters Main Screen is initially displayed the user is required to select a File Type before continuing:

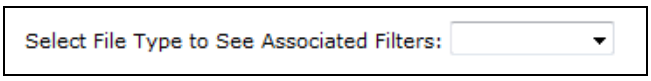
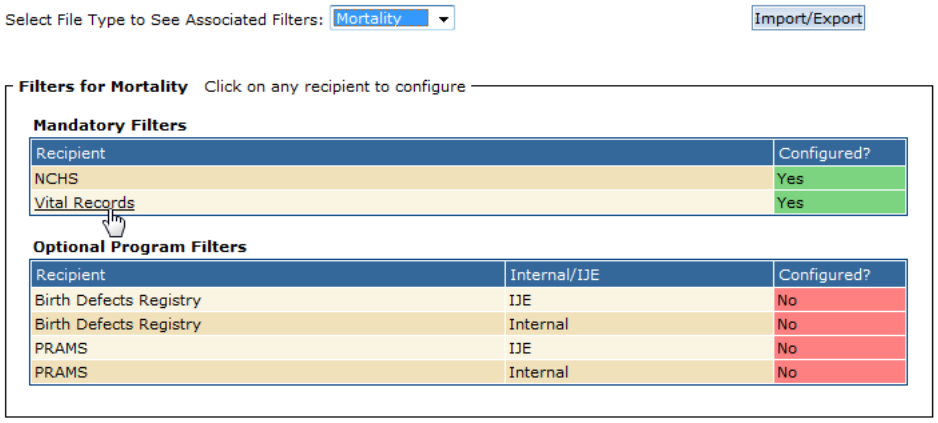


Figure 22: Reset Filters Main Screen

Once a File Type has been selected the screen will update to show two lists: one for each of the Mandatory filters associated with the file type and one for each of the Optional filters. Mandatory filters are defined as those for non-Program recipients and Optional filters are defined as those for Program recipients. As the name suggests, you cannot complete System Initialization until all Mandatory filters have been configured.

In addition, the screen will show whether or not each filter has been configured:



To edit/view the Filter for a recipient simply click on the recipient name in the list. The application responds by displaying the **Filter Detail** screen for the selected recipient/file type.

Additionally, the **Reset Filters** screen includes a button labeled **Import/Export**. Selection of this button causes the application to display the following:

This provides the user with the ability to export filter rules from one installation of STEVE and import them into another. This is useful if you have two versions of TM installed, one as a test platform and one as a production platform, and you want to export the filter rules from the test platform and import them into the production site.

Note: Importing Filter Rules will completely replace any/all existing filter rule data currently in the STEVE database. This includes all Mandatory filters and all Optional (Program) filters. This action should only be done if you are absolutely certain that the filter rules you are importing are correct.

Filter Detail Screen

The **Filter Detail** screen is where the user identifies the fields that are to be included when files of the associated type are sent to the associated recipient. It must be noted that the parameters associated with a Filter are versioned. As such, any changes the user makes on this screen affect only the proposed version and do not go into effect until being committed by the administrator. Please see the sections on Versioning and Committing for additional details on this functionality.

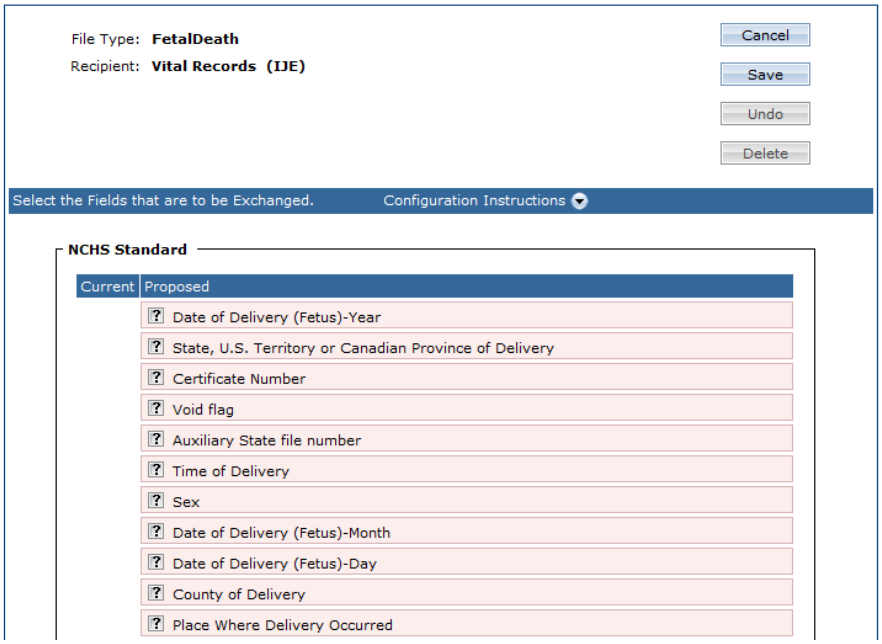


Figure 23: Filter Detail Screen

Each checkbox represents one field in the associated IJE file. If the box is checked then the field will be included in all transfers to the associated recipient. If the box is not checked then the field will be excluded from all transfers to the associated recipient.

If this filter has not yet been configured then all checkboxes will appear with a question mark in the center and will appear highlighted in red. This indicates that the user has yet to decide whether or not to include the field as part of the filter. Filters cannot be saved until all fields have been configured (i.e. until each field is either identified as being included/excluded from all transfers).

When a field is in the unconfigured state, the first time the user clicks on it the field toggles to the "selected" state. Subsequent clicks toggle the field between the selected and unselected states.

To the left of each checkbox is a column labeled "Current". Fields that are included in the current version of this filter will appear with a blue checkmark in this column. Fields that are not included in the current version of this filter will have no checkmark in this column.

The STEVE TM will display IJE fields in logical groupings. At the bottom of each group will be two buttons:

Select All	Selecting the **Select All** button toggles all fields in the grouping to the "selected" state.
Select None	Selecting the **Select None** button toggles all fields in the grouping to the "unselected" state.

The remaining controls on the **Filter Detail** screen operate as follows:

Cancel — Selecting the **Cancel** button returns the user to the **Configure Filters** Main Screen.

Save — Selecting the **Save** button saves all changes made to the proposed Filter and returns the user to the **Configure Filters** Main Screen.

Undo — Selecting the **Undo** button undoes any changes that the user has made to the proposed version of the Filter. In other words, the parameters associated with the proposed version of this filter are all reset to the values currently in use.

Delete — Selecting the **Delete** button deletes the current Filter from the database -- both the proposed and current versions. Since this is a permanent action the system requires that the user confirm this action:

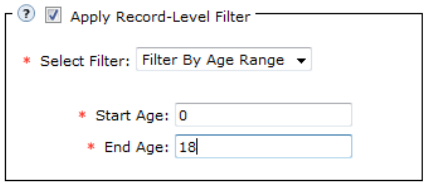
If the user selects the **Delete** button the filter is removed from the database and the user is returned to the **Configured Filters** Main Screen. NOTE: if the user deletes a Mandatory filter then the system will take the user to the Checklist screen once the deletion has been completed. The user will then be required to configure any missing Mandatory filters.

Configuring Program Filters

The functionality associated with configuring program filters is virtually identical to that of configuring mandatory filters with the following exception:

In addition to specifying the fields that are to be included as part of the filter the user has the ability to apply record-level filtering as well. When the **Filter Detail** screen is displayed for a Program filter there will be a section titled **Apply Record-Level Filter** at the top of the window:

By default, record-level filtering is off. If the user enables record-level filtering then the screen updates to give the user an option to choose the specific record-level filter to be applied. Additionally, the user may be required to enter one or more parameters that will be used by the record-level filter:



In this example we can see that we have enabled record-level filtering and that we will only be including records where the individual's age is less than 18 years.

Step 6 – Establish System Users

This step can be accessed by clicking on "*Establish System Users*" in the Initialization Checklist. The system will respond by displaying the **Maintain Users Main** Screen.

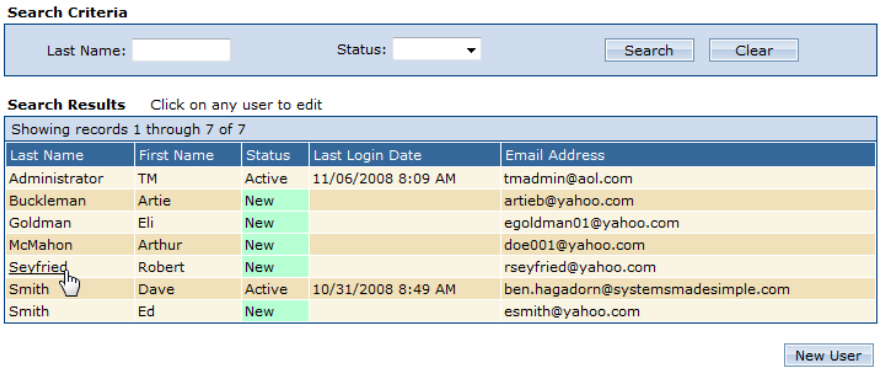


Figure 24: Maintain Users Main Screen

The **Maintain Users Main** window is divided into two sections:

Search Criteria This is where the user can specify search criteria to be used when searching the STEVE database for users.

- **Last Name** STEVE will return records where the user's last name matches this field. *NOTE: this is a "like" search so records will be returned where the user's name matches this field or begins with this field. (e.g. "Wil" could return users with names like Wilson, Williams and Wilbur)*

- **Status** — STEVE will return records where the user's status matches this field.

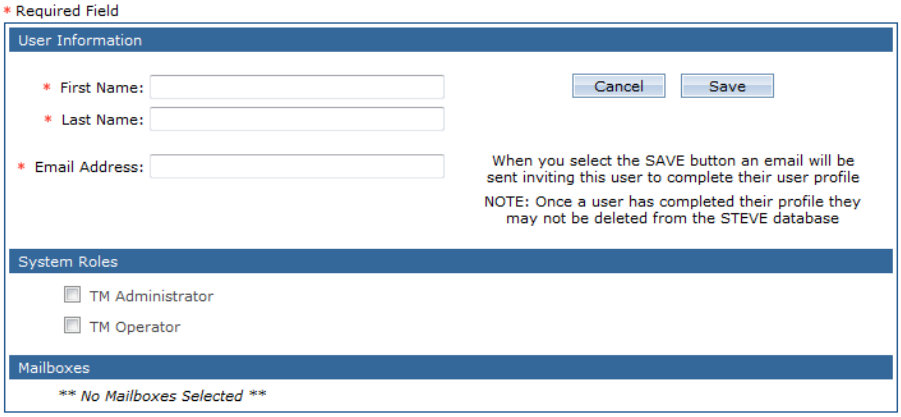
Selecting the **Search** button will cause STEVE to search the database for records that match the specified criteria

Selecting the **Reset** button will reset the search criteria to its default state.

Search Results — This section of the window displays all of the users that match the set of Search Criteria. By default, when the **Maintain Users Main** window is initially displayed, the **Last Name** and **Status** search fields will be left blank. Any field left blank is treated as ALL. As such, the window will initially display all users in the STEVE database.

Creating New Users

The **New User** button at the bottom right corner of the **Maintain Users Main** Screen can be selected to create a new user. The application responds by displaying the **New User** window:



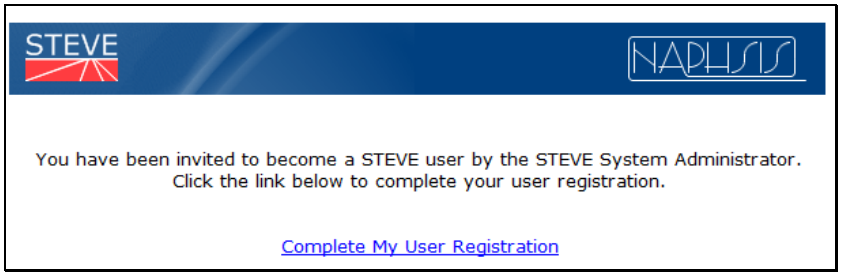
The majority of the fields on this window are self-explanatory. The only exception is System Roles; these are the roles and privileges assigned to the user. Possible values are:

TM Administrator — Indicates that this user has administrator privileges and can access/change any data in the STEVE TM.

TM Operator — Indicates that this user has privileges to access the large majority of the functionality in the STEVE TM application. The functionality not provided to a TM Operator includes:

- Alert Configuration
- Filter Management
- Inbox Management
- User Management
- System Configuration

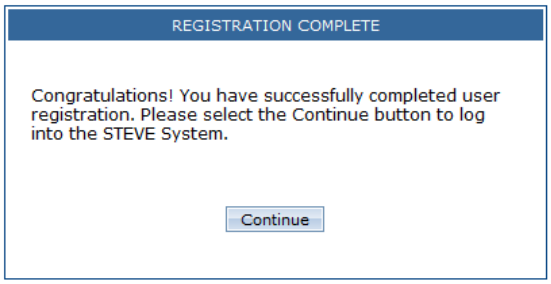
Selecting the **Save** button performs two actions. First, the user is saved to the STEVE database. Second, an email message is sent to the user asking them to complete their user STEVE user registration. Until they have completed this step they are considered a "New" user and cannot access the STEVE website. The email message that gets sent looks similar to this:



When the user clicks on the *Complete My User Registration* link they are taken directly to the Steve **System Registration** window:

Figure 25: Maintain Users Detail Screen

Upon selecting the **Register** button, if all information is valid, the application displays the following window:



Selecting the **Continue** button takes the user to the STEVE Login Page.

Editing Existing Users

The administrator can edit the data associated with any user simply by clicking on the user's last name in the list. The system will respond by displaying the **Maintain Users Detail** window. There are two versions of this window depending upon what the user's status is. The first version is displayed for all users who have a status other than "New":

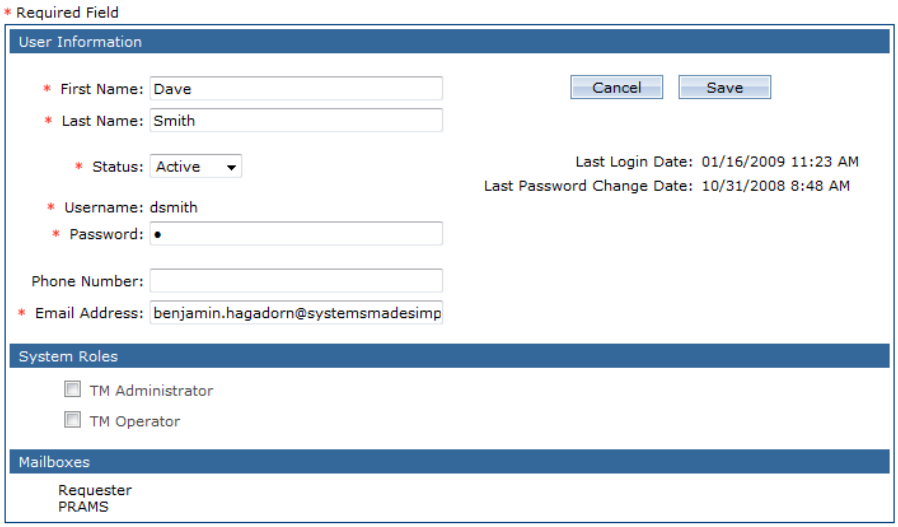


Figure 26: Maintain Users Detail Screen

The majority of the fields on this window are self-explanatory. Ones that need additional explanation are:

Status This is the current status of the user. Possible values are:

- **Active** Indicates that this user is allowed to access the STEVE application.
- **Inactive** Indicates that this user is not allowed to access the STEVE application.

Locked — Indicates that the user attempted and failed three successive logins to the STEVE application. The user may not log in until the administrator restores the status to Active.

System Roles — These are the roles and privileges assigned to the user. Possible values are:

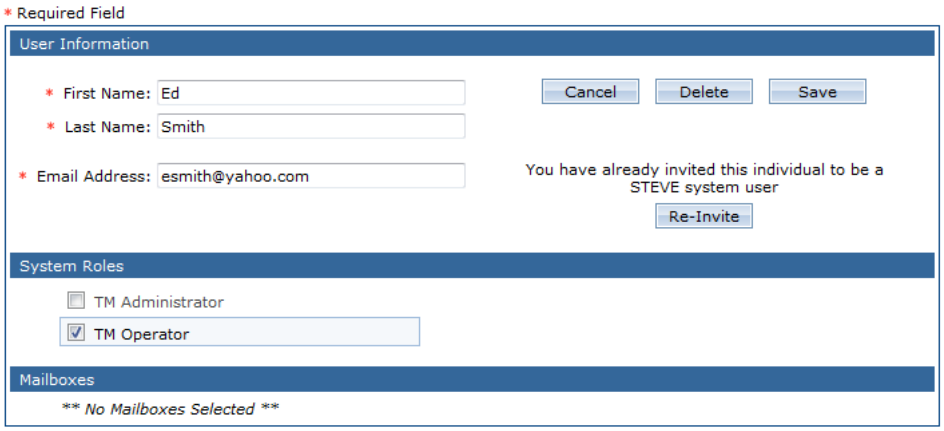
TM Administrator — Indicates that this user has administrator privileges and can access/change any data in the STEVE TM.

TM Operator — Indicates that this user has privileges to access the large majority of the functionality in the STEVE TM application. The functionality not provided to a TM Operator includes:

- Alert Configuration
- Filter Management
- Inbox Management
- User Management
- System Configuration

Mailboxes — This is the list of mailboxes to which this user has been given explicit access by the TM Administrator. Assigning a user to a mailbox is covered in the section titled Adding Mailbox Users.

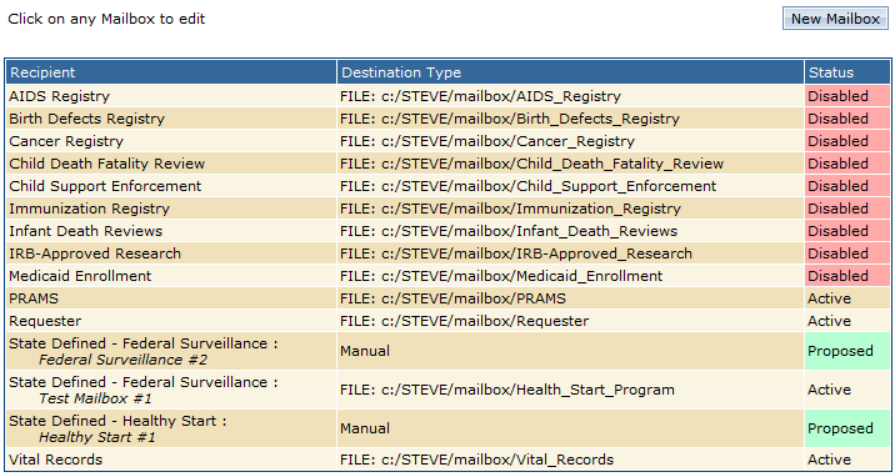
The second version of the **Maintain Users Detail** window is displayed for all users who have a status of "New":



The main difference between the two versions of the screen is that when a user has a status of "New" they have not yet completed their user registration and therefore have not yet specified their username or password. Additionally, when a user has a status of "New" the administrator can select the **Re-Invite** button to send an email to the new user asking them to complete their STEVE user registration.

Step 7 – Configure Mailboxes

This step can be accessed by clicking on "*Configure Mailboxes*" in the Initialization Checklist. The system will respond by displaying the **Mailbox Management Main Screen**. As mentioned in the section titled File Processing, each file type has an associated "Mailbox" where STEVE places incoming files. There will be one pre-defined mailbox for each Recipient in the STEVE system. A mailbox is a virtual entity; it exists only in the TM database. As such, any file placed into a mailbox resides only inside STEVE and remains secure until being processed. As with Inboxes, Mailboxes may also be set up by the STEVE administrator as "automatic". This means that the mailbox has a default destination where files are to be placed automatically after being received and processed.


Click on any Mailbox to edit

New Mailbox

Recipient	Destination Type	Status
AIDS Registry	FILE: c:/STEVE/mailbox/AIDS_Registry	Disabled
Birth Defects Registry	FILE: c:/STEVE/mailbox/Birth_Defects_Registry	Disabled
Cancer Registry	FILE: c:/STEVE/mailbox/Cancer_Registry	Disabled
Child Death Fatality Review	FILE: c:/STEVE/mailbox/Child_Death_Fatality_Review	Disabled
Child Support Enforcement	FILE: c:/STEVE/mailbox/Child_Support_Enforcement	Disabled
Immunization Registry	FILE: c:/STEVE/mailbox/Immunization_Registry	Disabled
Infant Death Reviews	FILE: c:/STEVE/mailbox/Infant_Death_Reviews	Disabled
IRB-Approved Research	FILE: c:/STEVE/mailbox/IRB-Approved_Research	Disabled
Medicaid Enrollment	FILE: c:/STEVE/mailbox/Medicaid_Enrollment	Disabled
PRAMS	FILE: c:/STEVE/mailbox/PRAMS	Active
Requester	FILE: c:/STEVE/mailbox/Requester	Active
State Defined - Federal Surveillance : *Federal Surveillance #2*	Manual	Proposed
State Defined - Federal Surveillance : *Test Mailbox #1*	FILE: c:/STEVE/mailbox/Health_Start_Program	Active
State Defined - Healthy Start : *Healthy Start #1*	Manual	Proposed
Vital Records	FILE: c:/STEVE/mailbox/Vital_Records	Active

Figure 27: Mailbox Management Main Screen

To edit the detailed information for any mailbox simply click on the associated recipient displayed in the list. The user may also click on the **New Mailbox** button displayed at the top of the screen to create a new mailbox. *NOTE: new mailboxes may only be created for state-defined recipients (i.e. Healthy Start Program, Private Sector Organization, and Other State-Operated Federal Surveillance Program).*

Mailbox Management – Detail Screen

If the user clicks on a Recipient in the list displayed on the **Mailbox Management** Main Screen or selects the **New Mailbox** button, the application responds by displaying the **Mailbox Management Detail** Screen.

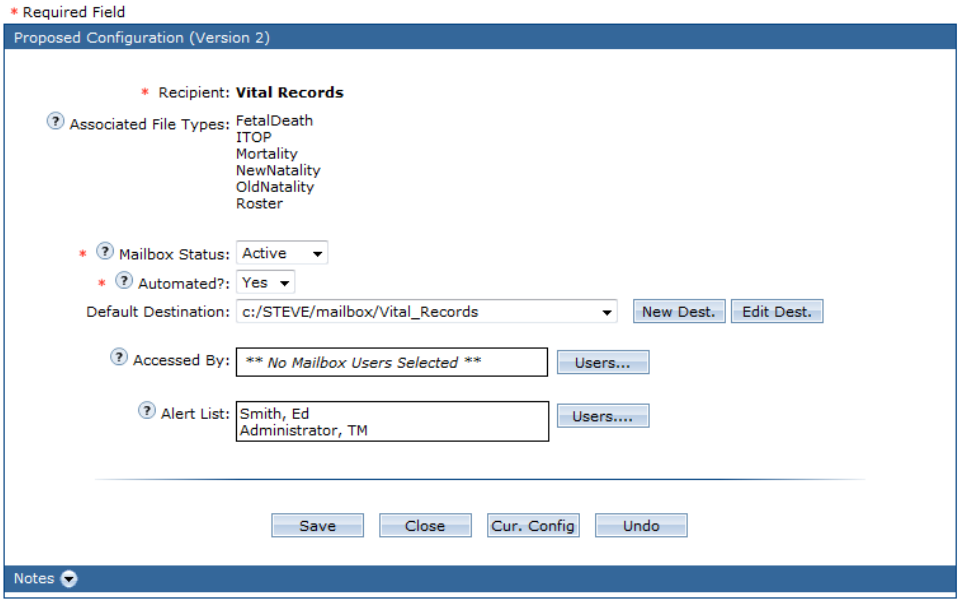
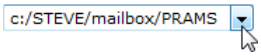


Figure 28: Mailbox Management Detail Screen

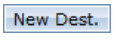
It must be noted that the parameters associated with a mailbox are versioned. As such, any changes the user makes on this screen affect only the proposed version and do not go into effect until being committed by the administrator. Please see the sections on Versioning and Committing for additional details on this functionality.

The functionality associated with each field/control on the **Mailbox Management Detail** Screen is as follows:

Recipient	This is the Recipient associated with the Mailbox. The user is only allowed to change this field for user-created, state-defined mailboxes.
Associated File Types	These are the file types that can be sent to this Recipient and may therefore end up in this mailbox
Mailbox Name	This is the name of the Mailbox. This field is only displayed for user-created, state-defined mailboxes.
Automated	If set to YES, STEVE will automatically process any file received into the mailbox. If set to NO, files must be processed manually.
Default Destination	If the **Automated** field is set to YES then any files received into this mailbox will automatically be extracted and placed into this location. The user can edit this parameter in three ways:



Select one of the Destinations already defined in the dropdown.



Click on the **New Dest.** button to create a

new destination. See the section on the Destinations window for details.

Edit Dest. — Click on the **Edit Dest.** button to edit the current destination. See the section on the Destinations window for details.

Accessed By — Indicates which STEVE users have access to this mailbox. Any users with TM Operator privileges can access the mailbox. Additionally, the administrator can assign any user with Mailbox User role to this specific mailbox. See the section on Adding Mailbox Users for details.

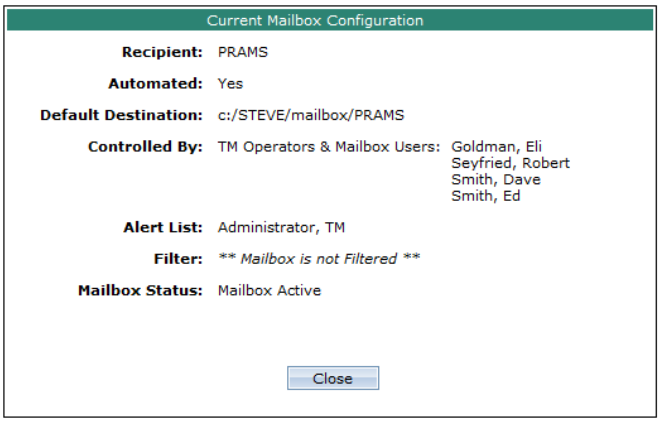
Alert List — A list of STEVE users who are to receive email messages whenever new files are received into this mailbox. Select the **Users** button to change the users in **Alert List**.

Disable Mailbox — This field allows the administrator to define a disable date for the mailbox and is only displayed for Program mailboxes. Any files received after that date which otherwise would be placed into this mailbox will instead be discarded.

Save — Selecting the **Save** button saves all changes made to the proposed version of this Mailbox.

Close — Selecting the **Close** button returns the user to the **Mailbox Management Main** Screen**.**

Cur. Config — Selecting the **Cur. Config** button causes STEVE to display a pop-up window with the parameters currently in use for this mailbox:



Undo — Selecting the **Undo** button undoes any changes that the user has made to the proposed version of the mailbox. In other words, the parameters associated with the proposed version of this mailbox are all reset to the values currently in use.

Adding Mailbox Users

The application allows the administrator to identify those STEVE users who are to have access to the mailbox. This is done by selecting the **Users** button displayed in the **Accessed By** area. STEVE responds by displaying the **Mailbox Users** window:

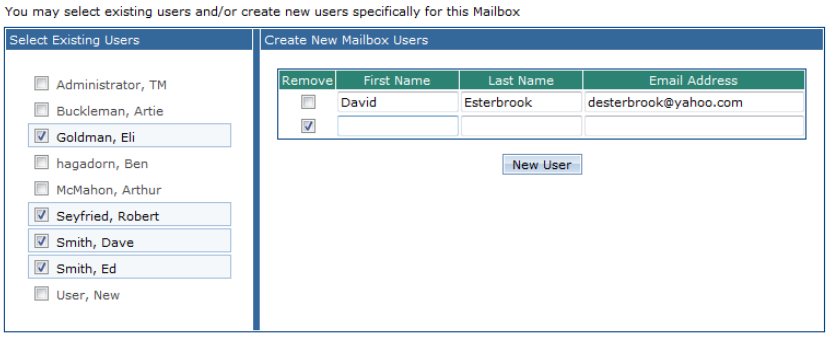


Figure 29: Mailbox Users Screen

The **Mailbox Users** window allows users to be added to a mailbox in two ways. The left hand side of the window displays a list of all users currently in the STEVE database. The administrator can simply select the user in this list that are to be given access to the mailbox.

The right hand side of the window allows the administrator to create brand new STEVE users and assign them to the mailbox in one step. Select the **New User** button to create a row in the New Mailbox Users list. **First Name**, **Last Name** and **Email Address** are all required fields. To remove a row that has been erroneously added to this list simply check the **Remove** checkbox next to that row.

When the **Save** button is selected all of the users picked on this window will be given access to the content of this mailbox. Additionally, any new users created on this window will be sent an email message asking them to complete their STEVE user registration. See the section on Adding New Users for details.

Destinations Window

The **Destinations** window is displayed when the user selects the either the **New Dest.** or **Edit Dest** button on the **Mailbox Management Detail** Screen. This is where the user specifies all of the parameters associated with the target location where STEVE will automatically deposit files received into a mailbox.

At present, STEVE supports two types of destinations:

File Indicates that the destination is a physical directory on the server where STEVE TM is installed. Fields that must be supplied for this type of destination are:

Destination Name	This is the name used for the destination when it appears in any dropdown list. This is a required field.
File Age Before Reading (Milliseconds)	Not applicable – can be left blank.
Endpoint Name	The name to be used for this endpoint.
Filename Output	The pattern used to name this file. Valid

Pattern	replacement fields include {DATE} {DATE:08/10/2008} {ORIGINALNAME} {UUID} {SYSTIME} {COUNT} {FILETYPE}
File Path	The path (i.e. directory) on the server where STEVE will deposit files received into the mailbox.
File Polling Frequency (Milliseconds)	Not applicable – can be left blank.

FTP Indicates that the destination is an FTP site. Fields that must be supplied for this type of destination are:

Destination Name	This is the name used for the destination when it appears in any dropdown list. This is a required field.
FTP Host	Host machine of the FTP site. Can be an IP Address.
Filename Output Pattern	The pattern used to name this file. Valid replacement fields include {DATE} {DATE:08/10/2008} {ORIGINALNAME} {UUID} {SYSTIME} {COUNT} {FILETYPE}
Passive	"true" if we use a passive connection to the FTP site, "false" if we use an active connection. NOTE: Passive is the more secure form of data transfer.
FTP Password	The password used to connect to the FTP site if login is required.
FTP Username	The username used to connect to the FTP site if login is required.
FTP Port	Port on the FTP Host used to connect to the FTP site.

Step 8 – Configure Alerts

This step can be accessed by clicking on "*Configure Alerts*" in the Initialization Checklist. The system will respond by displaying the **Configure Alerts** Screen.

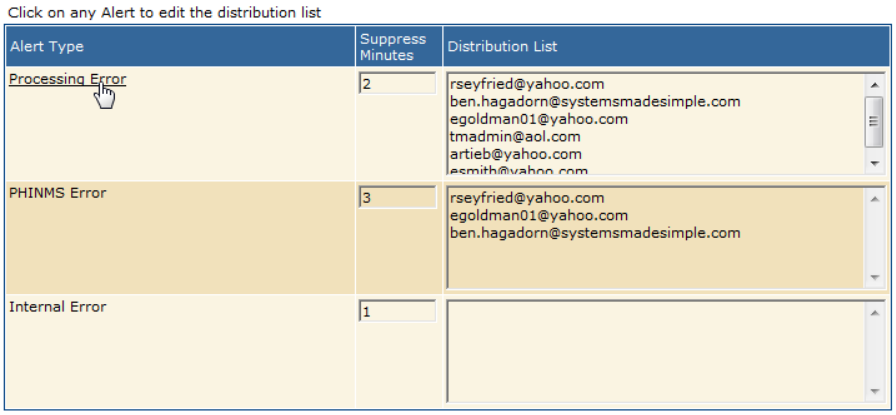


Figure 30: Configure Alerts Screen

At present there are three pre-defined alert types:

Processing Error	Refers to alerts that get sent when STEVE runs into an error processing files that it is sending or receiving.
PHINMS Error	Refers to alerts that get sent when STEVE runs into an error dealing with PHINMS.
Internal Error	Refers to alerts that get sent when STEVE runs into errors in general operations (i.e. not related to PHINMS or file processing)

For each type of alert the user is required to specify a value for **Suppress Minutes**. This is the number of minutes that STEVE will refrain from generating additional email messages after having sent one. This prevents the system from generating copious volumes of email messages and, potentially, filling a user's email account with repetitive, unnecessary messages.

The **Distribution List** field identifies the STEVE users who are to receive email messages when the associated alert is generated. This list can be modified by clicking on the **Alert Type** column.

Step 9 – Commit Configuration

This step can be accessed by clicking on "*Commit Configuration*" in the Initialization Checklist. The system will respond by displaying the **Commit and Send** Screen.

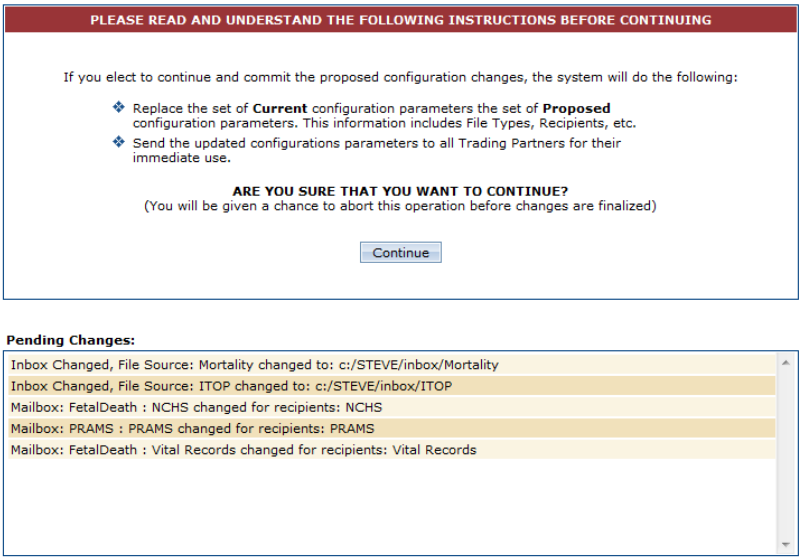
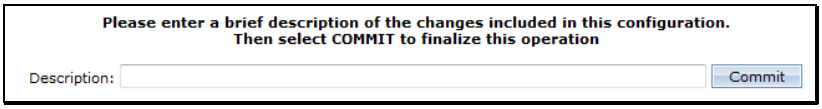


Figure 31: Commit and Send Screen

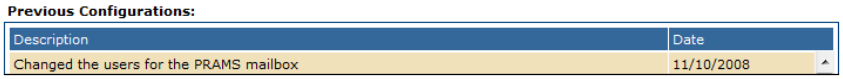
The **Commit and Send** screen is where the system validates and commits all of the proposed changes that have been made to the various STEVE entities such as Filters, Inboxes and Mailboxes. For additional details on versioning see the section titled Versioning.

When the screen is initialized, the list titled **Pending Changes** will display all the pending changes made to the versioned STEVE objects. At the top of the screen is a button labeled **Continue**. Selecting this button will cause STEVE to display the following:



The user is then required to enter a description for the changes included in the configuration. If the user enters a description and selects the **Commit** button STEVE does the following:

1. All of the pending changes are examined to make sure that they are valid and will work together with the other parts of the system.
2. If all of the pending changes pass validation then the pending configuration is made the active configuration (i.e. the system begins using the parameters defined in pending configuration).
3. The parameters in the new configuration are sent to the CM so that the CM knows what the current operating parameters for this TM are. The CM will then send any necessary parameters to the other trading partners in the network so they can update their database with information about your configuration (contact info, etc.).
4. The description that the user entered for the new configuration will appear in a list at the bottom of the screen:



Completing TM Initialization

Once all of the mandatory steps in the Initialization checklist have been completed the user will be taken to the STEVE Home Page. At this point STEVE initialization is considered to be complete. However, the administrator can always return to the checklist by selecting the *Checklist* link in the upper right hand corner of any STEVE screen:

STEVE TM Menus

All of the functionality in the STEVE application can be accessed from the menu in the left margin. As mentioned in the section on Common Links and Navigation, the contents of this menu are dynamic and are dictated by the role(s) you have as a user. The following sections describe the menus in detail.

Mailbox Processing

The **Mailbox Processing** menu is used to access the functionality related to accessing files placed into the various TM Mailboxes. The submenus beneath **Mailbox Processing** include:

View Mailbox

View Mailbox is available to all users of the STEVE application. Selection of this menu item takes the user to the **Select Mailbox** window. A complete description of this window and the associated functionality can be found in the section titled Receiving Files.

View Overflow

View Overflow is available to users with Administrator or TM Operator privileges. The overflow mailbox is not a mailbox in the strictest sense of the word: it does not contain files sent from other trading partners. Instead, it holds files that your TM attempted to send to trading partners that who are inactive and therefore incapable of receiving files. When the *View Overflow* menu item is selected the application responds by displaying the **Overflow Mailbox** window:

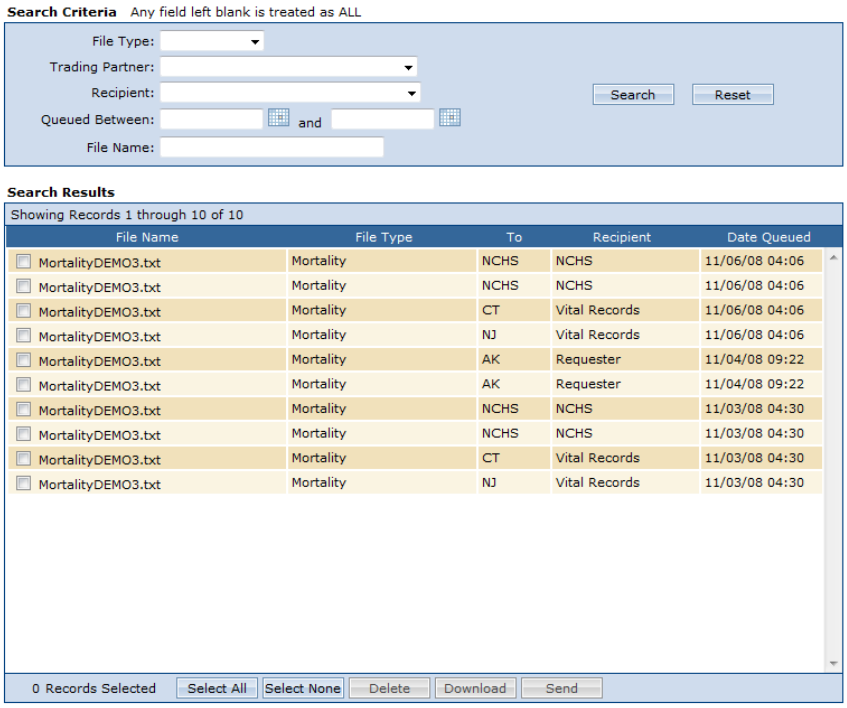


Figure 32: Overflow Mailbox Screen

The **Overflow Mailbox** window is divided into two sections:

Search Criteria This is where the user can specify the type of information they would like to retrieve from the overflow mailbox. STEVE provides the user with the ability to examine data by:

- **File Type** All of the file types defined in the system.
- **Trading Partner** All of the trading partners defined in the system.
- **Recipient** All of the recipients defined in the system.
- **Queued Between** A date range to be used when searching the database for matching files.
- **File Name** The name of the file in the mailbox.

By default, when the **Overflow Mailbox** window is initially displayed all search fields will be left blank. Any field left blank is treated as ALL.

Selecting the **Search** button will cause STEVE to search the database for records that match the specified criteria

Selecting the **Reset** button will reset the search criteria to its default state.

Search Results This section of the window displays all of the entries in the overflow mailbox that match the set of Search Criteria. By default, the Search Results table will

show at most 200 records at a time. If your search returns less than 200 records then the top of the Search Results will appear something like this:

If, however, your search returns more than 200 records then the top of the Search Results will appear like this:

The controls in this area operate as follows:

Displays the first 200 records returned by the search.

Displays the 200 records immediately preceding the 200 currently shown.

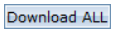
Indicates the number of the first record shown in relationship to the total records that match the search criteria. The user may change this value and STEVE will redisplay the contents of **Overflow Mailbox** window accordingly.

Displays the 200 records immediately following the 200 currently shown.

Displays the last 200 records returned by the search.

Deletes all records returned by the search, even those not currently displayed on the screen in the case where the search returned more than 200 records. It should be noted that deleting records is a permanent action and deleted records cannot be recovered. As such, the user is first given a chance to cancel the Delete before it takes place:

If the user selects the **Delete** button on the warning popup then all records returned by the search are deleted from the STEVE database (i.e. they are deleted from the mailbox).



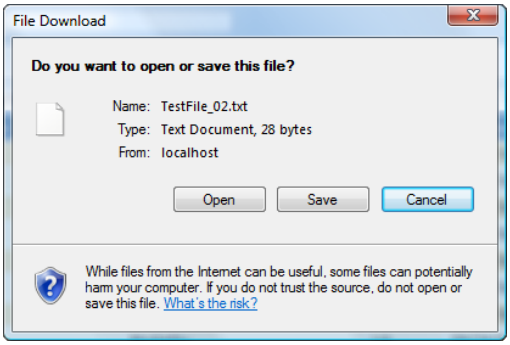
Downloads all records returned by the search to the user's PC, even those not currently displayed on the screen in the case where the search returned more than 200 records.

It must be noted that there are limitations to using the **Download ALL** button. STEVE will only allow all records to be downloaded at once if they are all non-binary and of the same file type. If the

current set of search results includes one or more binary files, or if the current set includes records of multiple file types, STEVE will display a warning message and the download will not be allowed.

If the set of search results are all of the same file type and are non-binary in format then STEVE will do the following:

4. All of the records in the current set of search results will be concatenated into a single file and downloaded to the user's PC. Your browser will then display a popup window similar to the following: *Note: the exact look of the window may vary depending upon the browser you are using.*



Selecting **Save** will then save this file to your PC.

5. The status of all downloaded records will then be changed to "Processed". It must be noted that STEVE does not automatically remove records from the mailbox (i.e. does not delete them from the database) when they are manually downloaded. It is the responsibility of the user to go back and delete them when they are no longer needed in the mailbox.
6. STEVE will re-execute the search (using the criteria specified in the Search Criteria area) and display any matching records. Therefore, if you downloaded records that were marked as "New", the search results should come back minus those records since they transitioned to "Processed" when the download was executed.

As opposed to the controls that appear at the top of the search results area, **Delete ALL** and **Download ALL**, the controls at the bottom of the search results area operate only on those records currently displayed in the search results. In other words, regardless of how many records your search returned in total, the controls at the bottom of the window operate only on the 200 (max) records displayed in

the results list. This allows the user more fine-grained control over how records are processed. These controls operate as follows:

Select All

Selects all of the records in the list but does not process them. The user may then delete or download the selected records using the **Delete** and **Download** buttons, respectively. The user may also manually select individual records by clicking on the checkbox next to the filename.

Select None

De-selects all of the records in the list. The user may also manually de-select individual records by clicking on the checkbox next to the filename.

Delete

Deletes the selected records. It should be noted that deleting records is a permanent action and deleted records cannot be recovered. As such, the user is first given a chance to cancel the Delete before it takes place:

If the user selects the **Delete** button on the warning popup then all selected records are deleted from the STEVE database (i.e. they are deleted from the mailbox).

Download

Downloads the selected records to the user's PC. See the description of the **Download ALL** button for additional details – all of the functionality for that button applies here as well.

Send

Selecting the **Send** button causes STEVE to attempt to resend the selected file(s) to the intended recipient(s).

Monitoring and Reporting

The items in the **Monitoring and Reporting** menu are used to access the various report-related screens in the STEVE application and are available to users with Administrator or TM Operator privileges.

Transmission Queue

Selection of this menu item takes the user to the **Transmission Queue** window:

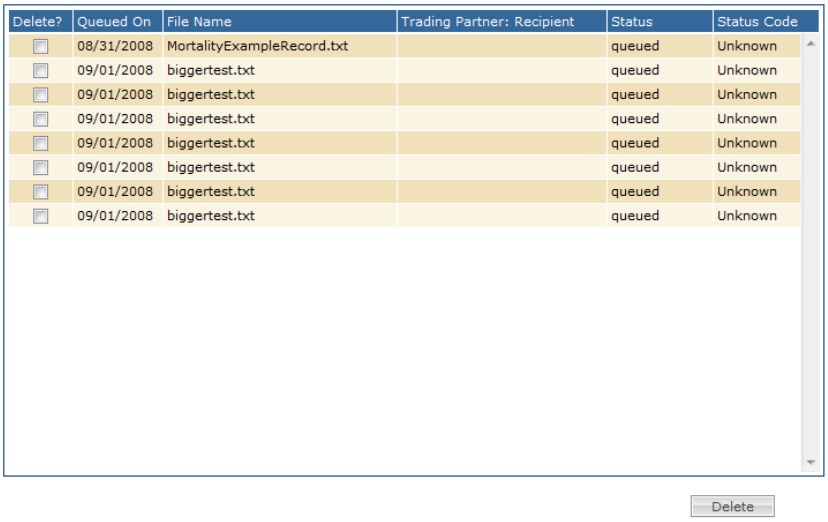


Figure 33: Transmission Queue Screen

The **Transmission Queue** screen allows the user to see what files are currently in the PHINMS transmission queue and what the associated status of each file is. The user also has the ability to remove files from the queue by clicking on the **Delete?** checkbox and then selecting the **Delete** button at the bottom of the window.

Activity Report

Selection of this menu item takes the user to the **Activity Report Criteria** window. This is where the user must specify the date range to be used when running the Activity Report. The Activity Report will show low-level detail of various types of system activity. See the Activity Report in Appendix A for an illustration of this report.

Audit Report

Selection of this menu item takes the user to the **Audit Report Criteria** window. This is where the user must specify the date range to be used when running the Audit Report. The Audit Report will show low-level detail of audited activities. See the Audit Report in Appendix A for an illustration of this report.

Configuration Messages Report

Selection of this menu item takes the user to the **Configuration Messages Report Criteria** window. This is where the user must specify the date range to be used when running the Configuration Messages Report. The Configuration Messages Report will show low-level detail of configuration messages

between the Trading Partners. Examples include initialization messages, archive/restore messages, IJE performance messages. See the Configuration Messages Report in Appendix A for an illustration of this report.

Connectivity Report

Selection of this menu item takes the user to the **Connectivity Report Criteria** window. This is where the user must specify the date range to be used when running the Connectivity Report. In addition, the user may specify a trading partner for the report or may leave this criteria empty, in which case all trading partners will be considered for the report. The Connectivity Report will show a summary of connection status between trading partners gathered from the status of periodic "heartbeat" messages. See the Connectivity Report in Appendix A for an illustration of this report.

Utilization Report

Selection of this menu item takes the user to the **Utilization Report Criteria** window. This is where the user must specify the following criteria to be used when running the Utilization Report:

- Trading Partner
- File Type
- Recipient
- Activity Date Range

The Utilization Report will show information detailing the use of the system for IJE transfers. See the Utilization Report in Appendix A for an illustration of this report.

Current Configuration Report

As this report has no search criteria, selection of this menu item takes the user directly to the Current Configuration Report which details the various system parameters currently in use by the TM. See the Current Configuration Report in Appendix A for an illustration of this report.

Performance and Timing Report

Selection of this menu item takes the user to the **Performance and Timing Report Criteria** window. This is where the user must specify the following criteria to be used when running the Performance and Timing Report:

- Trading Partner
- File Type
- Recipient
- Activity Date Range

The Performance and Timing Report will provide information on the performance or average performance of each process performed during the IJE process. See the Performance and Timing Report in Appendix A for an illustration of this report.

Manual File Processing

The **Manual File Processing** menu is used to access the functionality related to manually sending and receiving files. The submenus beneath **Manual File Processing** include:

Send File

Send File is available to all users of the STEVE application. A complete description of the windows and the associated functionality can be found in the section titled Sending Files.

Validate File

Validate File is available to users with Administrator or TM Operator privileges. Selecting this item from the menu causes STEVE to display the **Validate File** window:

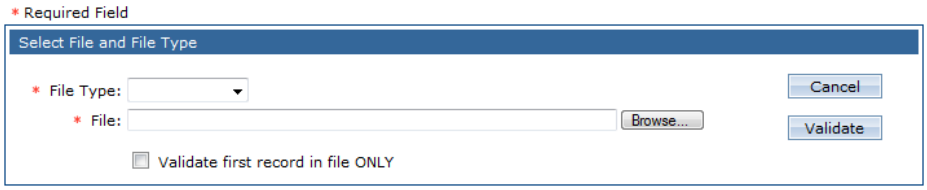


Figure 34: Validate File Screen

*Note: Only non-binary file types can be validated using the **Validate File** screen.*

The purpose of the **Validate File** window is to give the user the ability to check all of the fields in an IJE file for proper content and length. It is important to stress that this is for validation purposes only; STEVE will not attempt to send any file, valid or otherwise, from this screen.

The user must then specify the type of file to be validated and the file itself. The user is also given the option to validate only the first record in the file. This is useful if the file being checked is quite large. When the **Validate** button is selected STEVE will check the file and its contents for validity.

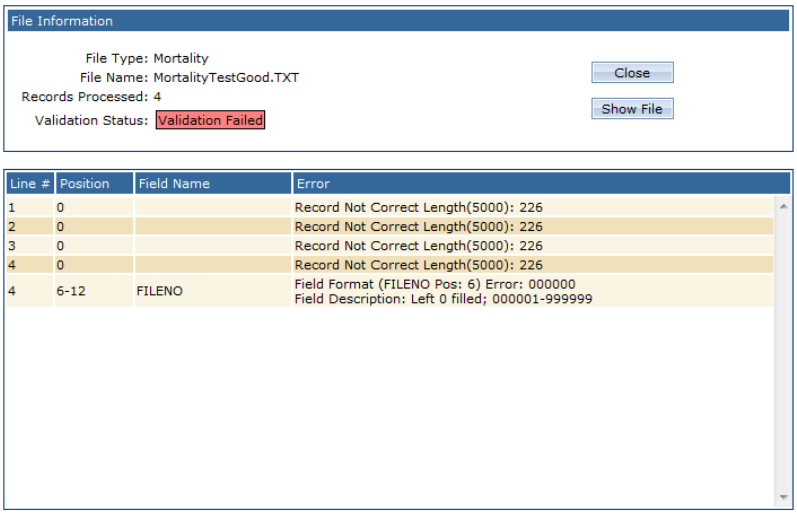


Figure 35: Validate File – Error List

If any errors are found during validation the screen will update and display those errors. The user will also be presented with a button labeled **Show File**. Selecting this button replaces the list of validation errors with the contents of the selected file. Any field that STEVE has flagged as erroneous will be highlighted in red.

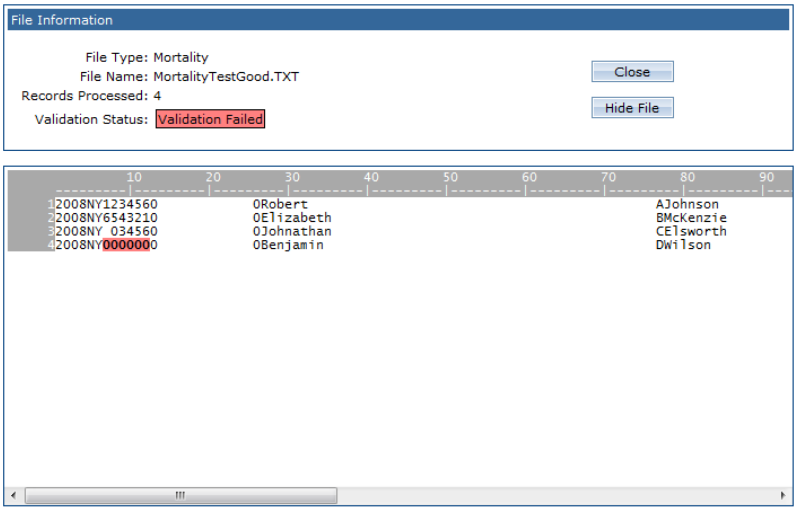


Figure 36: Validate File – Highlighted Error Fields

System Administration

The **System Administration** menu is used to access the functionality related to configuring the STEVE system for use. The submenus beneath **System Administration** include:

Configure Alerts

A complete description of the windows and the associated functionality can be found in the section titled Configure Alerts.

Version Management > Commit and Send

A complete description of the windows and the associated functionality can be found in the sections titled Validate Configuration and Versioning.

Version Management > Rollback

The **Rollback** screen allows the user to rollback to a previous configuration of TM system parameters. See the section on Versioning for additional details on configuration versions.

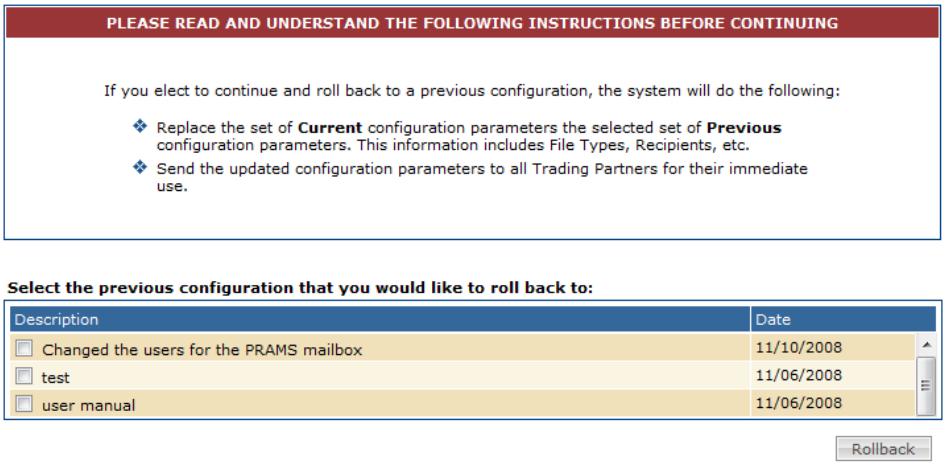


Figure 37: Rollback Screen

After selecting the version to which you would like to return the STEVE application, select the **Rollback** button. The user is the prompted to confirm the rollback. If the user confirms the rollback then all versioned data such as Filters, Inboxes and Mailboxes are restored to the selected version.

Configure Filters > Mandatory Filters

A complete description of the windows and the associated functionality can be found in the section titled Configure Mandatory Filters.

Configure Filters > Program Filters

A complete description of the windows and the associated functionality can be found in the section titled Configure Program Filters.

Inbox Management

A complete description of the windows and the associated functionality can be found in the section titled Configure Inboxes.

Mailbox Management > Configure Mailboxes

A complete description of the windows and the associated functionality can be found in the section titled Configure Mailboxes.

Mailbox Management > Manage Destinations

Selecting this item from the menu causes the STEVE application to display the **Manage Destinations Main** Screen.

Figure 38: Manage Destinations Main Screen

The **Manage Destinations Main** screen displays all of the destinations currently defined for all of the mailboxes in the system. To edit an existing destination simply click on the associated row in the list. To create a new destination select the **New Destination** button. The processing involved with creating and editing destinations is described in detail in the section titled Destinations Window.

Security Management > Maintain Users

A complete description of the windows and the associated functionality can be found in the section titled Establish System Users.

System Configuration

Selecting this item from the menu causes STEVE to display the System Configuration Window:

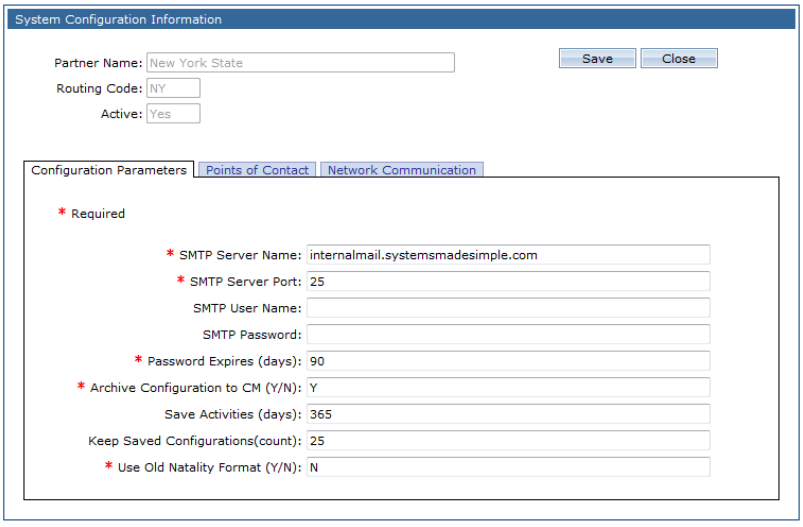


Figure 39: System Configuration Screen

This window is divided into three tab areas:

Configuration Parameters

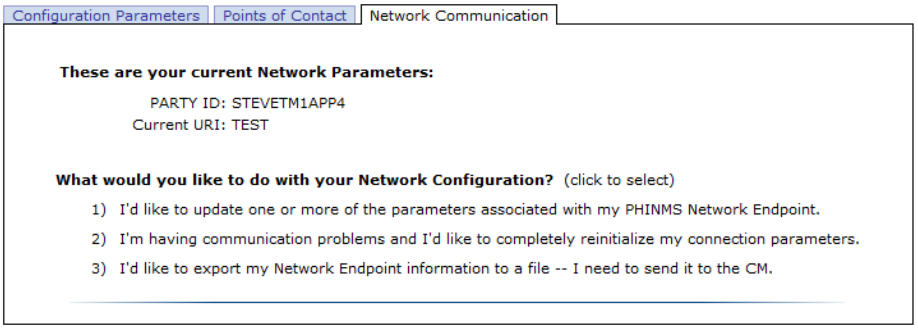
A complete description of the tab and the associated functionality can be found in the section titled System Configuration Parameters.

Points of Contact

A complete description of the tab and the associated functionality can be found in the section titled Establish Points of Contact.

Network Communication

The Network Communication tab allows the user to maintain and update the various parameters associated with the PHINMS network connection.



There are three options available to the user on this tab, accessed by clicking on the associated text.

1. **I'd like to update one or more of the parameters associated with my PHINMS Network Endpoint.**

   Selecting this option causes the System Configuration screen to display the PHINMS Network parameters that the user may update. These parameters include:

Effective Date	This is the date that you would like your changes to go into effect.
New URI	This is the internet address that other TMs and the CM will send messages to when they want to communicate with your TM. This address must be accessible from the internet.
TLS Keystore File	This is the Transport Layer Security (or SSL) keystore. The key in this keystore will be used to secure the transmission of all data flowing over the internet. This keystore must be PKCS12 format and have a 1024 byte RSA key.
TLS Keystore Password	This is the password for the TLS keystore file and the key itself.
Encrypt Keystore File	The key in this keystore will be used to encrypt the files sent within the trading partner network. Normally, this will be the SDN obtained for the PhinMS installation. This keystore must be in PKCS12 format and have a 1024 byte RSA key.

Encrypt Keystore Password This is the password for the encrypt keystore and the key itself.

2. I'm having communication problems and I'd like to completely reinitialize my connection parameters.

Selecting this option allows the user to completely remove and reinitialize **all** of the PHINMS network info. If you elect to continue, by selecting the **Reinitialize** button, the CM will be unable to communicate with any Trading Partner until you complete the reinitialization process.

3. I'd like to export my Network Endpoint information to a file -- I need to send it to a TM.

Selecting this option causes STEVE to display a button labeled **Export**. Selection of this button will download the STEVE Network endpoint information to a file on your local PC. You can then email this file to one of the TM administrators.

Appendix A — Report Descriptions

This section describes the look of each of the various STEVE reports as well as the controls/buttons common to all of them.

Common Controls

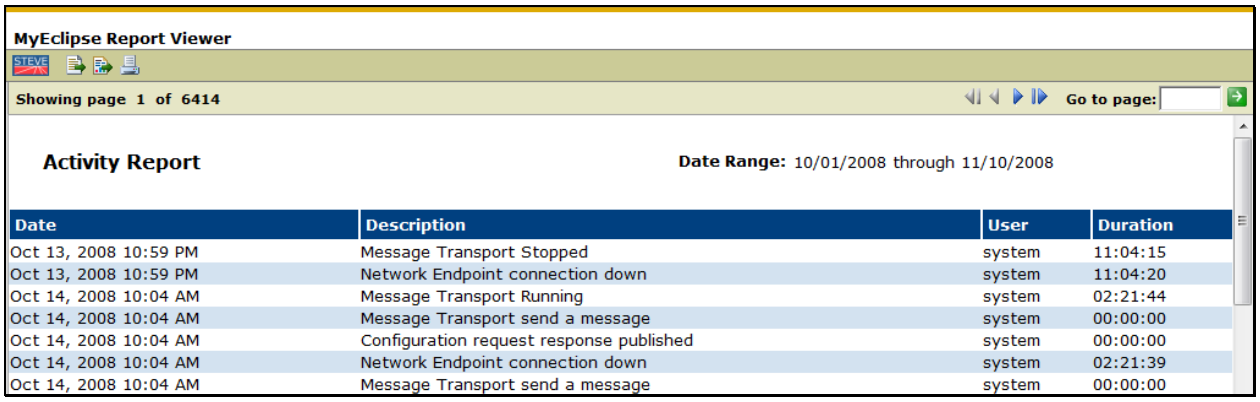
At the top of each STEVE report is a header bar as illustrated below:

The controls on this header behave as follows:

STEVE	Selecting this button takes the user back to the previous screen. In most cases this will be the associated STEVE report criteria screen (i.e. the window where the user entered the search criteria for the report).
	Export data button. Selection of this button allows the user to select one-or-more fields/columns from the report to export to a CSV file (Excel file).
	Export report button. Selection of this button allows the user to export the entire report to a file of one of the following formats: • xls (i.e. Excel) • Postscript • PDF • Word • Powerpoint
	Print button. Selection of this button allows the user to print the report.
	Takes the user to the first page of the report.
	Takes the user to the previous page of the report.
	Takes the user to the next page of the report.
	Takes the user to the last page of the report.
Go to page:	Takes the user to the specified page of the report.

Activity Report

The Activity Report will show low-level detail of various types of system activity. In addition to the description, for each activity listed the report will include the associated date and time, user and duration.


MyEclipse Report Viewer

Showing page 1 of 6414 Go to page:

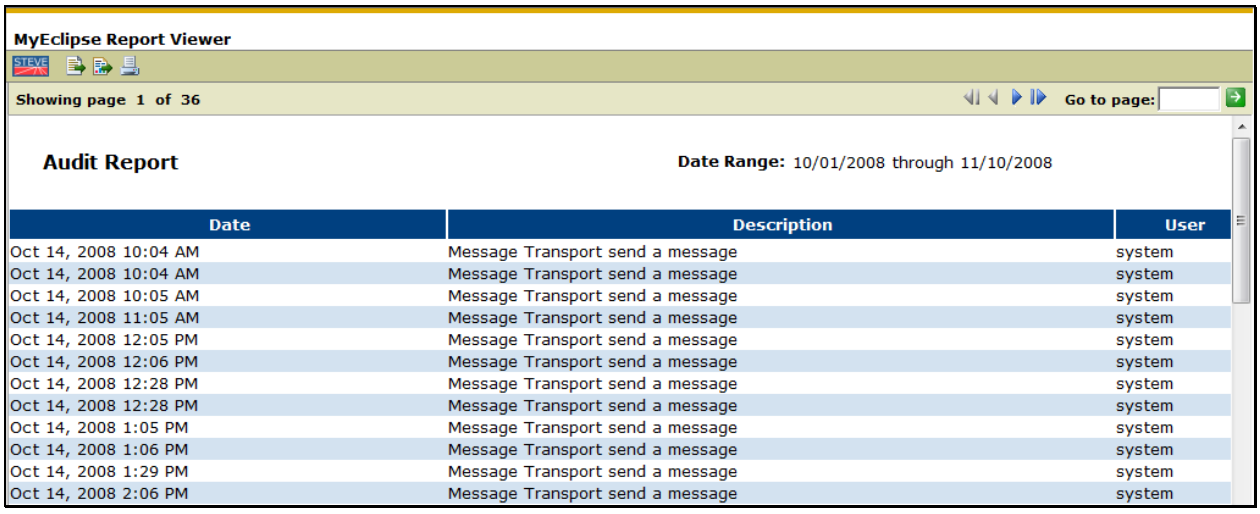
Activity Report **Date Range:** 10/01/2008 through 11/10/2008

Date	Description	User	Duration
Oct 13, 2008 10:59 PM	Message Transport Stopped	system	11:04:15
Oct 13, 2008 10:59 PM	Network Endpoint connection down	system	11:04:20
Oct 14, 2008 10:04 AM	Message Transport Running	system	02:21:44
Oct 14, 2008 10:04 AM	Message Transport send a message	system	00:00:00
Oct 14, 2008 10:04 AM	Configuration request response published	system	00:00:00
Oct 14, 2008 10:04 AM	Network Endpoint connection down	system	02:21:39
Oct 14, 2008 10:04 AM	Message Transport send a message	system	00:00:00

Figure 40: Activity Report

Audit Report

The Audit Report will show low-level detail of auditable activities. In addition to the description, for each activity listed the report will include the associated date and time and user.


MyEclipse Report Viewer

Showing page 1 of 36 Go to page:

Audit Report **Date Range:** 10/01/2008 through 11/10/2008

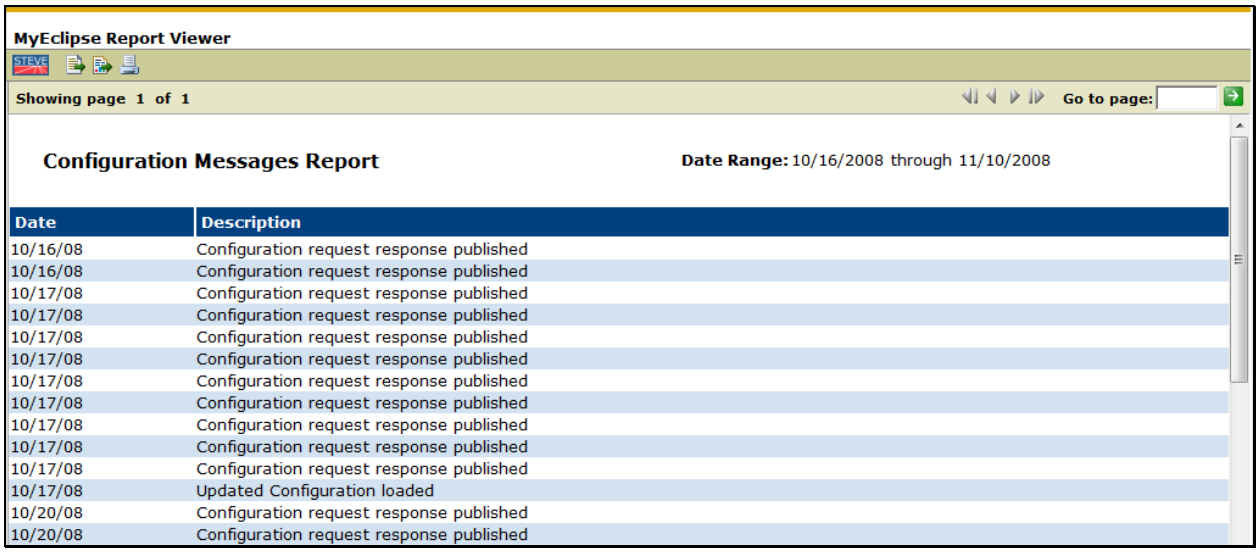
Date	Description	User
Oct 14, 2008 10:04 AM	Message Transport send a message	system
Oct 14, 2008 10:04 AM	Message Transport send a message	system
Oct 14, 2008 10:05 AM	Message Transport send a message	system
Oct 14, 2008 11:05 AM	Message Transport send a message	system
Oct 14, 2008 12:05 PM	Message Transport send a message	system
Oct 14, 2008 12:06 PM	Message Transport send a message	system
Oct 14, 2008 12:28 PM	Message Transport send a message	system
Oct 14, 2008 12:28 PM	Message Transport send a message	system
Oct 14, 2008 1:05 PM	Message Transport send a message	system
Oct 14, 2008 1:06 PM	Message Transport send a message	system
Oct 14, 2008 1:29 PM	Message Transport send a message	system
Oct 14, 2008 2:06 PM	Message Transport send a message	system

Figure 41: Audit Report

Configuration Messages Report

The Configuration Messages Report will show low-level detail of configuration messages between the Trading Partners. Examples include initialization messages, archive/restore messages, IJE performance

messages. In addition to the description, for each activity listed the report will include the associated date.

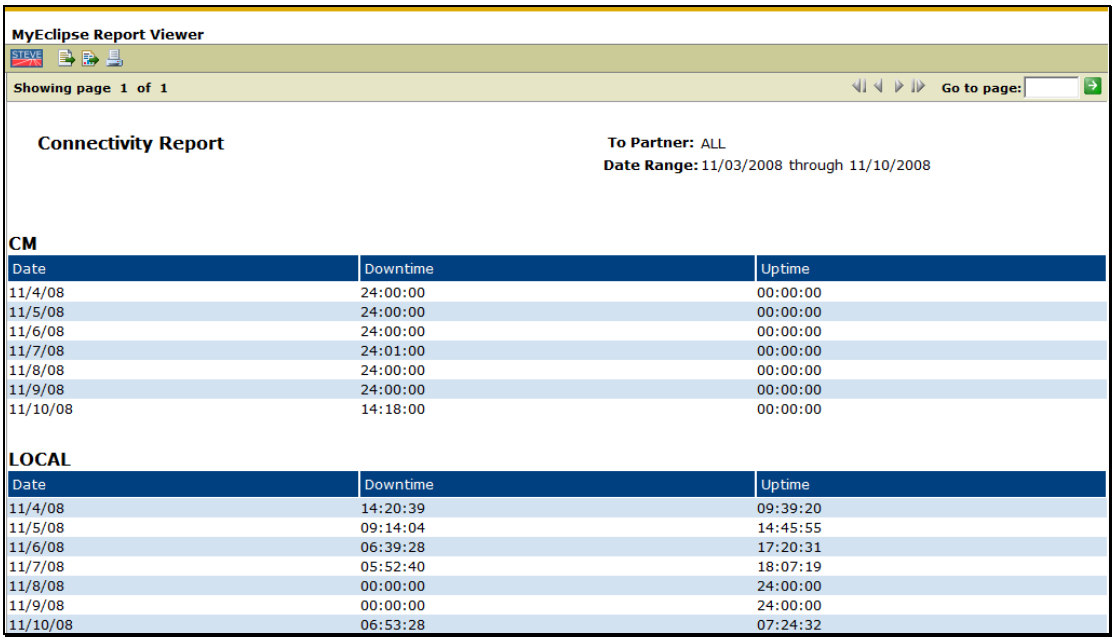


Date	Description
10/16/08	Configuration request response published
10/16/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Configuration request response published
10/17/08	Updated Configuration loaded
10/20/08	Configuration request response published
10/20/08	Configuration request response published

Figure 42: Configuration Message Report

Connectivity Report

The Connectivity Report will show a summary of connection status between trading partners gathered from the status of periodic "heartbeat" messages. For each date included in the report, STEVE will display the associated uptime and downtime related to connectivity to the selected partner(s).



CM

Date	Downtime	Uptime
11/4/08	24:00:00	00:00:00
11/5/08	24:00:00	00:00:00
11/6/08	24:00:00	00:00:00
11/7/08	24:01:00	00:00:00
11/8/08	24:00:00	00:00:00
11/9/08	24:00:00	00:00:00
11/10/08	14:18:00	00:00:00

LOCAL

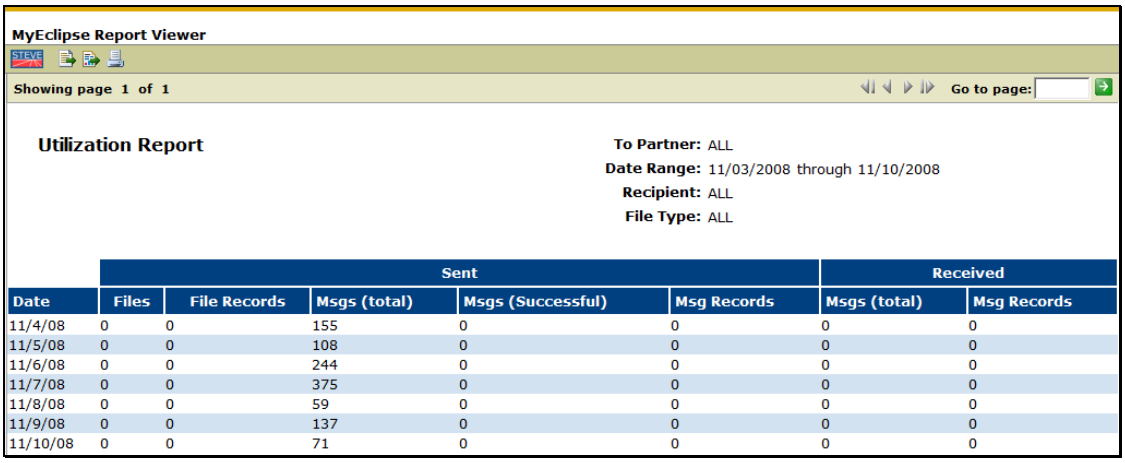
Date	Downtime	Uptime
11/4/08	14:20:39	09:39:20
11/5/08	09:14:04	14:45:55
11/6/08	06:39:28	17:20:31
11/7/08	05:52:40	18:07:19
11/8/08	00:00:00	24:00:00
11/9/08	00:00:00	24:00:00
11/10/08	06:53:28	07:24:32

Figure 43: Configuration Message Report

Utilization Report

The Utilization Report will show information detailing the use of the system for IJE transfers. For each date included in the report, STEVE will display:

- Number of files sent
- Number of records sent
- Total number of messages sent
- Number of successful messages sent
- Total number of messages received
- Number of records received



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Utilization Report

To Partner: ALL
Date Range: 11/03/2008 through 11/10/2008
Recipient: ALL
File Type: ALL

	Sent					Received	
Date	Files	File Records	Msgs (total)	Msgs (Successful)	Msg Records	Msgs (total)	Msg Records
11/4/08	0	0	155	0	0	0	0
11/5/08	0	0	108	0	0	0	0
11/6/08	0	0	244	0	0	0	0
11/7/08	0	0	375	0	0	0	0
11/8/08	0	0	59	0	0	0	0
11/9/08	0	0	137	0	0	0	0
11/10/08	0	0	71	0	0	0	0

Figure 44: Utilization Report

Current Configuration Report

The Utilization Report details the various system parameters currently in use by the TM. These parameters include:

- The current status of this TM (Active or Inactive)
- Network Endpoint Information
- Points of Contact Info
- System Users
- Mailbox Info
- Inbox Info

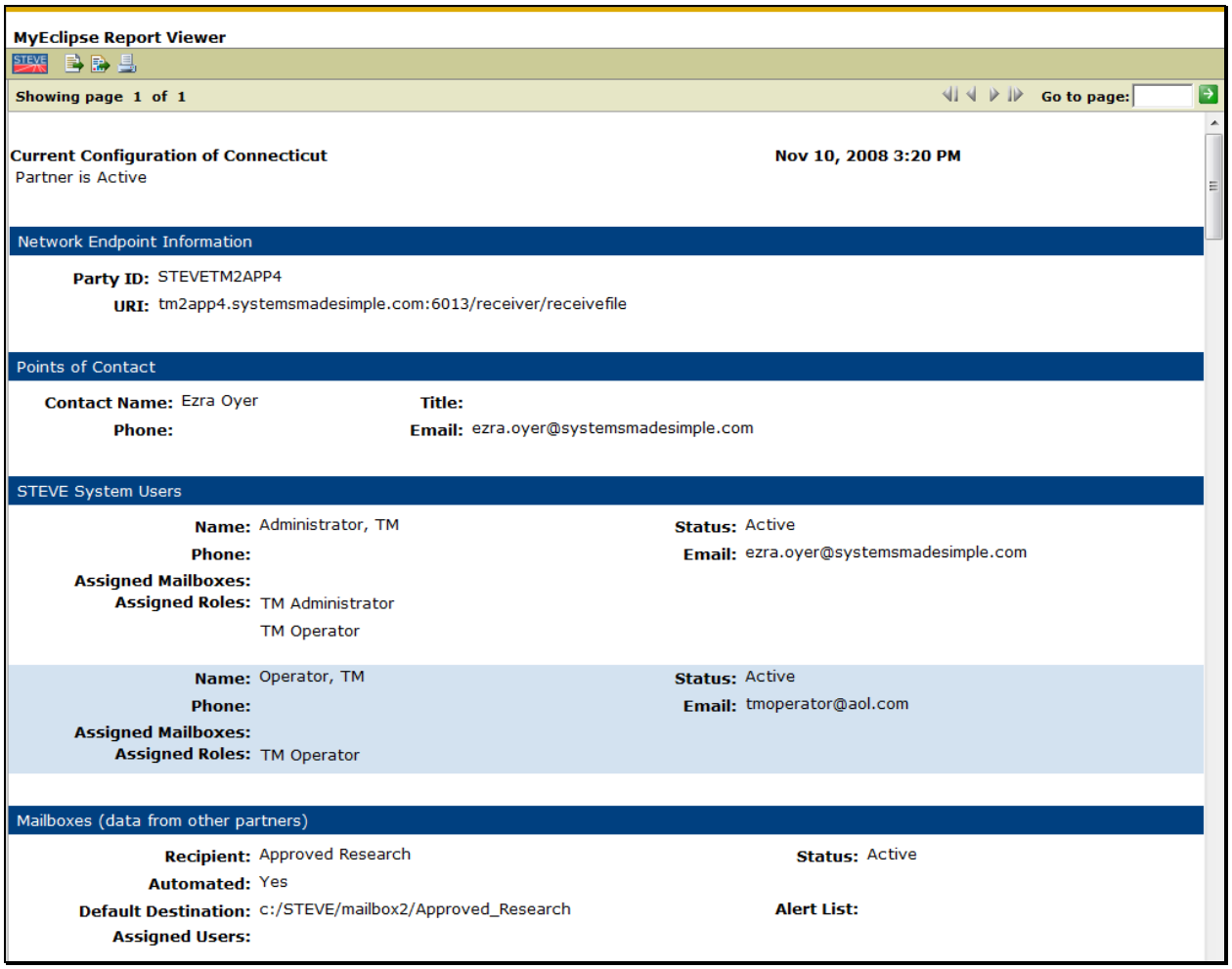
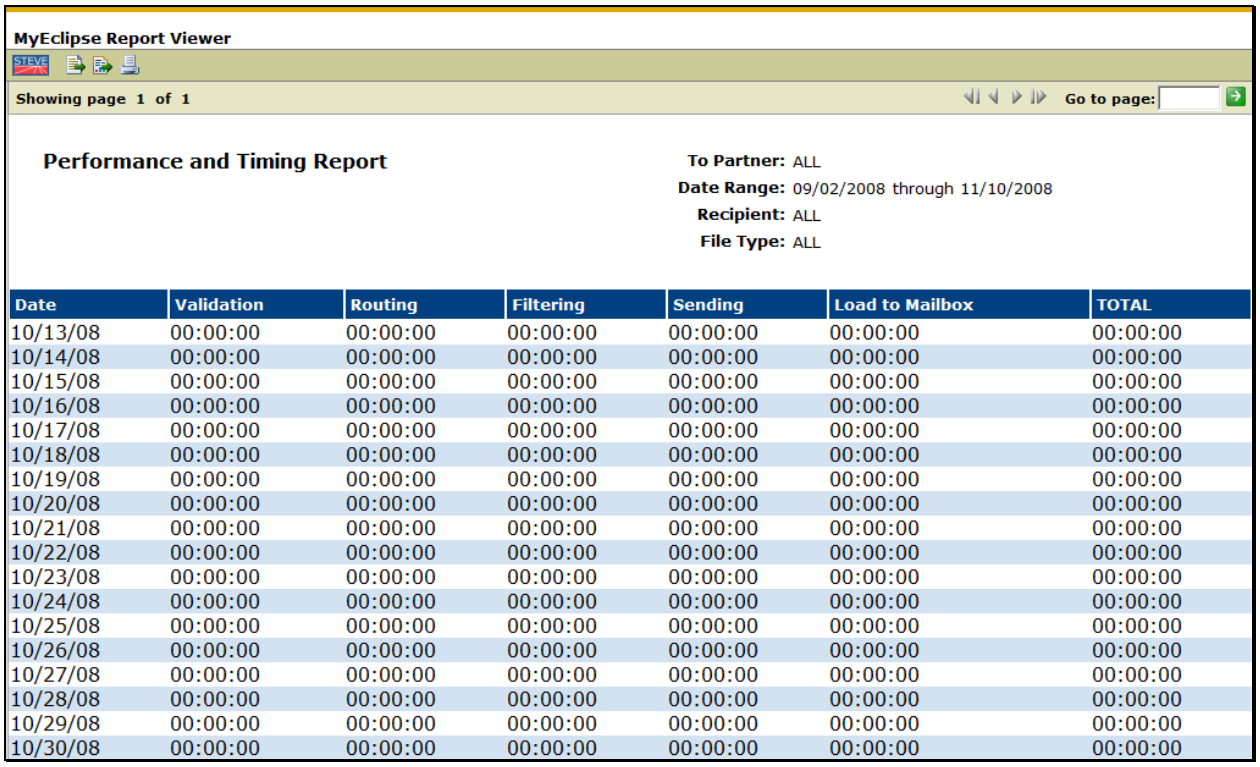


Figure 45: Current Configuration Report

Performance and Timing Report

The Performance and Timing Report will provide information on the performance or average performance of each process performed during the IJE process.



MyEclipse Report Viewer

Showing page 1 of 1 Go to page:

Performance and Timing Report

To Partner: ALL
Date Range: 09/02/2008 through 11/10/2008
Recipient: ALL
File Type: ALL

Date	Validation	Routing	Filtering	Sending	Load to Mailbox	TOTAL
10/13/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/14/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/15/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/16/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/17/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/18/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/19/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/20/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/21/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/22/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/23/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/24/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/25/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/26/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/27/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/28/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/29/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
10/30/08	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00

Figure 46: Performance and Timing Report

Appendix B — TM Operations Guide

This section is intended as a guide for maintaining and administering the STEVE TM installation. Throughout this section we will use the standard linux variable replacement string syntax ${variable} notation to denote an installation variable.

Maintenance

Stopping/Starting Application

The Steve installation process creates three services:

1. JBoss Application Server 4.2.2 STEVE ${Install Name}
2. PHINMS Database Engine Service ${Install Name}
3. PHINMS Tomcat Instance ${Install Name}

These services can be managed using the Windows service console.

Log File Cleanup

Steve writes log files to multiple locations within the install directory. It is recommended that these log files be purged as part of a regular maintenance cycle which occurs at least twice annually.

Jboss App Server Logs:

Location: ${install_dir}/jboss/server/default/log/*.*

Actions: ok to delete previous daily logs, but not the current log file.

PhinMS Messaging Logs:

Location: ${install_dir}/phinms/logs

Actions: These log files can be removed after the phinMS service has been stopped.

PhinMS App Server logs:

Location: ${install_dir}/phinms/appserver/logs/*.*

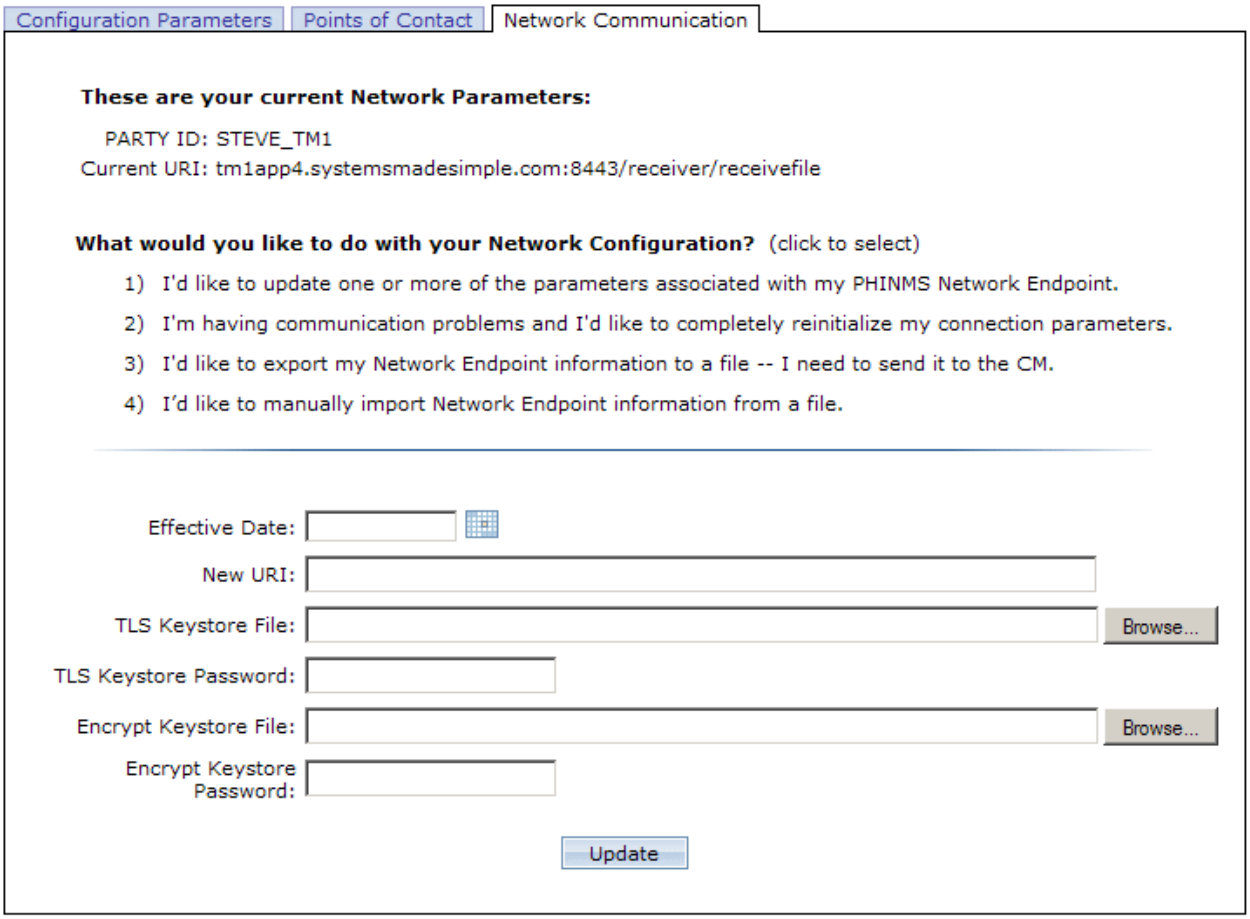
Actions: delete previous daily logs, but not the current log file.

Update Certificates

The TM module uses two certificates, a transport certificate (TLS) and the payload certificate (Encrypt). Generally, the payload certificate is issued by NCHS and the Transport certificate is a commercial SSL certificate, but they could be any valid digital certificate. Regardless, these certificates will eventually expire and need to be upgraded.

System Administration → System Configuration

Select the tab "Network Communication".



Click the option: "*I'd like to update one or more of the parameters associated with my PHINMS Network Endpoint."*

Enter an effective date; be sure to allow at least a day for the updates to occur.

Browse to the keystore (.pfx) containing the updated certificate and key, and then enter the keystore password and select "update".

The new certificate public keys will be distributed to the other trading partners using the currently active public key, and after the effective date has passed all trading partners will switch to using the new key.

Backup and Recovery

Steve incorporates several design features which are intended to aid in system recovery should a system outage occur. However, a solid backup and recovery plan should be in place at every site to aid in site recovery. The following provides information to assist in formulating a disaster recovery plan, and also sets the minimum requirements for backups.

Application Server:

The STEVE application server installations are located in a single directory on the designated application server. It is recommended that this installation directory be backup up anytime you perform an installation or a software upgrade, but it not absolutely necessary. In order to recover an existing installation it is essential that a current copy of the installation properties file be kept in a safe and secure location. This file should be backed up anytime changes are made.

Because all of the data and configuration information is stored in the database; with the provided .properties file, the STEVE installation can be re-installed from the installation CD without loss of data.

Database Server:

All of the configuration information and data are stored in the STEVE database. For this reason, it is essential to perform regular backups on the STEVE database. It is recommended that a backup be maintained daily, although at minimum a backup should be performed weekly, but keep in mind that this may result in greater data loss.

Note: The Steve CM maintains a snapshot of the active configuration on all TM installations and this information can be used to restore a TM installation in the event of a catastrophic failure. However, this is intended as a last resort, and will NOT recover any transfer data which may have been stored in the STEVE database.

Software Upgrades

Before performing any Upgrades, be sure to obtain a backup of your installation directory and the database.

Minor Updates and Patches

Minor upgrades mean that we do not need to do a fresh installation to upgrade. Most upgrades come in the form of a patch with instructions which will generally involve replacing a couple of files in the installation and/or running a database script to upgrade.

To apply any Patches make sure you obtain a backup, and then stop the three windows services. Copy in any patch files, and apply database scripts and then restart the services.

Major Upgrades

Major upgrades involve uninstalling the current installation, applying any necessary database scripts, and then re-installing the installation. To perform this upgrade it is essential that you have the most current copy of your installation properties file. This file contains all of the values necessary to re-install the application after it has been uninstalled.

After performing backups, navigate to the command line for your current install_template directory, run the command, "install ${myinstallationfile}.properties uninstall.

Run any supplied upgrade database scripts.

Copy the new install_template directory to the drive and copy your .properties file into this directory. Run the command "install ${myinstallationfile}.properties install.